

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
THURSDAY, OCTOBER 13, 2016
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

Achieving excellence in learning through an equitable education for all.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

II. COMMUNICATIONS

We have invited the teachers attaining tenure to the Board meeting for public recognition.

A. Tenured Teacher Presentation

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Teachers who have achieved tenure this year are: Mark Atkinson, MacArthur; Marianne Broms, Sullivan; Sheena Emberton Ross; Sherrie Grischow, Eisenhower; Angie Levato, Ross; Melissa Mariconda, Ross; and Christine O'Brien, MacArthur.

III. COMMITTEE REPORTS

A. Building and Sites

Jim will report.

B. I.A.S.B./ED-RED

Carol will report.

C. Policy

No report.

D. School/Community Relations

Martha will report.

E. N.S.S.E.O.

Carol will report.

F. Finance

Jeff will report.

G. Negotiations

No report.

IV. CONSENT AGENDA

I move to approve the consent agenda as presented.

A. Approval of Regular Meeting Minutes of September 14, 2016

6

B. Approval of Executive Session Minutes of September 14, 2016

14

C. Approval of Special Meeting Minutes of September 27, 2016

16

D. Approval of Special Meeting Executive Session Minutes of September 27, 2016

18

E. Approval of Personnel Report

19

V. FINANCIAL REPORT

I move to approve the financial report as presented.

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
OCTOBER 13, 2016
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

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AGENDA

A. Approval of Financial Report

VI. SUPERINTENDENT'S REPORT

A. Adoption of 2017-2018 Annual School Calendar (**ACTION**) 20

The PHEA calendar committee and Kevin Novak have reviewed the calendar. The proposed calendar follows the pattern of the last few years. Christmas break and spring break follow the D214 calendar. The week of Thanksgiving is a week of non-attendance for teachers and students. Parent teacher conferences remain in the evening. Institute days are scheduled on election days if applicable.

I move to approve the 2017-2018 school calendar as presented.

B. Approval of Intergovernmental Agreement between District 21 and District 23 (**ACTION**) 21

District 21 and District 23 are entering an intergovernmental agreement for the purpose of proceeding with a joint transportation bid.

I move to approve the intergovernmental agreement between District 21 and District 23 as presented.

C. Prospect Heights Metropolitan Water Reclamation District (MWRD) Project (**INFORMATION**) 24

Prospect Heights is seeking permission to build a storage basin on the District property. It would be located behind the Prospect Heights Library. The storage basin is necessary if the city gets the funding to move forward with its plan to alleviate flooding on Elmhurst Road. This is part of the 100 year storm event plan. The entire project would begin sometime in 2018 at the very earliest as Prospect Heights needs to secure funding and multiple approvals. Please take a moment to review the attached drawing. This item will be placed on the November agenda for vote.

D. Summary of Categorical Grants (**INFORMATION**) 26

Don has provided as a list of our grants for 2016 - 2017.

E. Freedom of Information Act Requests (FOIA) (**INFORMATION**) 28

We received two FOIA requests. The first FOIA request involves EpiPen supplies in our buildings. The second is an annual request from the Better Government Association requesting negotiated contracts, individual contracts for administrators and any settlements the District entered into.

VII. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

Filing dates for school board elections are December 12 - 19. Petitions must be filed with the county clerk. Documents for interested parties are attached. The Board will be hosting an evening event in November to provide an opportunity for interested parties to learn the responsibilities and duties of school board membership.

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
OCTOBER 13, 2016
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

Achieving excellence in learning through an equitable education for all.

AGENDA

A. School Board Elections

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X. **EXECUTIVE SESSION**

I move we adjourn to Executive Session for matters regarding personnel, negotiations, litigation and purchase or lease of real property. There will be no action after Executive Session.

A. Personnel

B. Negotiations

C. Litigation

D. Purchase or Lease of Real Property

XI. **ACTION TO BE TAKEN AFTER EXECUTIVE SESSION**

There will be no action after Executive Session.

XII. **ADJOURNMENT**

DISTRICT ORGANIZATIONAL GOALS

- Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.
- Engage families, community members and staff in dialogue, deliberation and collaborative thinking around the common interests of District 23.
- Manage resources efficiently and effectively to align with District priorities while being fiscally responsible

The Board of Education
is pleased to present this

Certificate of Recognition

to

Mark Atkinson

Grade 7 Teacher
MacArthur Middle School
School District 23
Prospect Heights, Illinois


On the successful completion of probationary teaching and the achievement of

Tenured Status

August 2016

Tenure status provides the basis for an ongoing contractual relationship between the recipient and the Board of Education based upon a continuing mutual commitment to excellence in teaching and learning.

Congratulations upon the achievement of this important career milestone.


Debra A. Wilson, Ed.D.
Superintendent


Mari-Lynn Peters, President
Board of Education



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE

Phone (847) 870-3850

Fax: (847) 870-3896

EISENHOWER SCHOOL

Phone (847) 870-3875

Fax: (847) 870-3877

BETSY ROSS SCHOOL

Phone (847) 870-3868

Fax: (847) 870-3898

ANNE SULLIVAN SCHOOL

Phone (847) 870-3865

Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL

Phone (847) 870-3879

Fax: (847) 870-3880

October 5, 2016

Mark Atkinson
506 N. Prospect Manor Ave.
Mt. Prospect, IL 60056

Dear Mark:

Upon completion of the 2015-2016 school year and with your continued contractual service to District 23 this year, I am pleased to inform you that you have achieved tenure status. In congratulating you, may I express my appreciation for the effort and dedication which you demonstrated leading to this important career achievement in District 23.

We look forward to continuing years of your support and advocacy of our students in the development of their skills and self-worth. Also, we urge your participation in the ongoing professional activities that are so vital to the direction, growth and improvement of District 23 as an educational community.

I would like to invite you to attend the Thursday, October 13th Board of Education meeting in order that we may provide special recognition of your recent achievement in becoming a tenured member of our professional staff. The meeting will be held at the Grodsky Administration Center in the Boardroom. Shortly after the meeting begins at 7:00 p.m., you will be introduced to the audience and members of the Board of Education during the Recognition of Visitors section. After being introduced, you are certainly excused to leave. If you are unable to attend, please notify Cathy Anderson.

I look forward to seeing you at that time. Until then, may I wish you a successful school year and continued satisfaction as you pursue your teaching career.

Sincerely,

Debra A. Wilson, Ed.D.
Superintendent

c: Board of Education
Personnel file

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
SEPTEMBER 14, 2016
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

ABSENT: Mr. Novak, Mr. Bednar

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant Superintendent for Instruction; Mr. Micheal DeBartolo, Business Manager

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

COMMUNICATIONS

STUDENT ART IN THE BOARDROOM

Dr. Wilson pointed out the student art on the walls of the Boardroom. Mrs. Rachel Matthews, art teacher, hung brand new art, demonstrating current projects by students grades 2 – 5. Dr. Wilson stated that the work Mrs. Matthews does with the students is phenomenal.

COMMITTEE REPORTS

Buildings and Sites: Mr. Bowes reported on the meeting held last week. Among the items of business, the committee recommends the renewal of the annual contract with the Polish School held in MacArthur Middle School on Saturdays. That item will be presented under the Consent Agenda. They also discussed a Prospect Heights project to reduce street flooding.

There was an informative presentation to administrators by the police department's Safety Response Department on changes made with security, running drills, coordinating radios, and panic buttons. The committee discussed the Grodsky Administration Center sign that was hit and damaged. The stop sign is damaged as well. Mr. Brian Rominski, Director of Buildings and Grounds, is working to see what the options are to repair or replace the sign. They also discussed the 10-Year Life Safety Report and playground equipment for Eisenhower.

IASB/ED-RED: No report. Anyone wishing to attend the North Cook Dinner Meeting on October 19 was asked to notify the Superintendent's Office to get registered.

Policy: No report.

School/Community Relations: No report.

NSSEO: Mrs. Botwinski reported on the NSSEO Governing Board's September meeting. The NSSEO Stars presentation was students that helped over summer at Sunrise Lake. Administrators reviewed their opening day. The rest of the meeting concerned routine matters, some policy updates, an update on the foundation, and information on negotiations. They had a tenured teacher presentation.

Finance: Mr. Bowes reported on the Finance Committee meeting held September 6. He stated that the Administrator and Teacher Salary report will be on the district website. They talked about the Insurance Committee. They also discussed other matters being presented under the Superintendent's Report.

Negotiations: No report.

CONSENT AGENDA

APPROVAL OF REGULAR MEETING MINUTES

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the Regular Meeting Minutes of August 17, 2016 as presented.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the Executive Session Minutes of August 17, as presented.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

PERSONNEL REPORT

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the Personnel Report as presented, a copy of which is included with these minutes.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

FINANCIAL REPORT

Mrs. Olsen moved and Mrs. Bowes seconded the motion to approve the Financial Report as presented of bills in the amount of \$353,637.84 and the payroll for September in the amount of \$1,095,695.46.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

PUBLIC HEARING REGARDING THE 2015-2016 ANNUAL BUDGET

Mrs. Peters, Board President, stated that on July 13, 2016 the Board of Education reviewed and approved the Tentative Budget for 2016-2017 as developed by the Finance Committee. In accordance with legal requirements, the Board published that the adopted Tentative Budget would be available for public inspection for a period of not less than 30 days.

The Board then proceeded to conduct a Public Hearing for the purpose of allowing anyone to address the Board regarding the 2016-2017 Annual Budget.

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to open the Public Hearing on the 2016-2017 Annual Budget.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

The Public Hearing opened at 7:21 p.m.

No one addressed the Board.

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to close the Public Hearing on the 2016-2017 Annual Budget.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

The Public Hearing closed at 7:22 p.m.

SUPERINTENDENT'S REPORT

ADOPTION OF 2016-2017 ANNUAL SCHOOL BUDGET

Dr. Wilson referred to Mr. DeBartolo's report and presentation and asked if there were any further questions. Only one person made an appointment and reviewed the budget with Mr. DeBartolo.

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the 2016-2017 Annual School Budget as presented.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters
Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

RESOLUTION APPOINTING LAW FIRM FOR PROPERTY TAX APPEAL/PROPERTY TAX RATE OBJECTION CASES

Dr. Wilson stated that this resolution authorizes the law firm of Franczek Radelet P.C. to represent the Board's interests in tax appeal proceedings. The district will be lowering its rates by sharing these services with High School District 214.

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the Resolution Authorizing Interventions in Proceedings before the State of Illinois Property Tax Appeal Board authorizing Franczek Radelet P.C. as its legal representative as presented.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters
Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

PLAYGROUND EQUIPMENT AT EISENHOWER

Dr. Wilson informed the Board that plans are moving forward to use revenue from the Arlington Heights Impact Fees to make improvements to the Eisenhower playground by adding suitable equipment. A visual presentation was made using blown up photos illustrating the desired improvements. Installation of the new equipment is anticipated in November. The new equipment is suitable for children ages 3-12.

PA 96-0434 ADMINISTRATOR AND TEACHER SALARY AND BENEFIT REPORT

Dr. Wilson explained that it is a State requirement to post the Administrator and Teacher Salary Report on the district website by October 1, and it will be placed under the Business Office tab. A written report was also given to the Board as required.

INTERGOVERNMENTAL AGREEMENT FOR BUS TRANSPORTATION WITH DISTRICT 21

Dr. Wilson shared information on an intergovernmental agreement the district is pursuing with District 21 in Wheeling to share busing transportation. It is considered best practice to have an intergovernmental agreement with the other party when sharing services. The district previously partnered with District 214, but due a change in start times for high school students, that is no longer possible. The agreement will be brought back in October as an action item, and then the district will start working with District 21 to prepare a joint transportation bid. It is presumed that the district's costs will go up without District 214 participating.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

There have been no Freedom of Information Act requests since the last Board meeting.

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

OLD BUSINESS

SCHOOL BOARD ELECTIONS

Mrs. Botwinski informed the rest of the Board that the petitions needed to run for a Board of Education seat should be available for circulation by the end of the month. However, the State has not yet released the candidate packet.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to adjourn to Executive Session for purposes of discussing personnel, negotiations and the purchase or lease of real property.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters
Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

The Board adjourned to Executive Session at 7:31 p.m.

OPEN SESSION

The Board returned to open session at 9:04 p.m.

ROLL CALL:

PRESENT: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

ABSENT: Mr. Novak Mr. Bednar

ADJOURNMENT

Mrs. Botwinski moved and Mrs. Olsen seconded the motion to adjourn at 9:05 p.m.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters
Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

President

Secretary

MINUTES OF THE EXECUTIVE SESSION
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
SEPTEMBER 14, 2016
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the Executive Session to order at 7:37 p.m.

ROLL CALL:

PRESENT: Mr. Chester, Mrs. Olsen, Mrs. Peters, Mrs. Botwinski, Mr. Bowes

ABSENT: Mr. Novak, Mr. Bednar

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant Superintendent for Instruction; Mr. Micheal DeBartolo, Business Manager

PURCHASE OR LEASE OF REAL PROPERTY

The Board discussed how to expand early childhood classes in the district. Ideas presented ranged from the status quo to leasing classrooms to building a new site. Approximate tuition rates, staffing, and facilities cost were presented for a financial review of the project. The Board will continue discussions in October with the goal of providing a direction for possible expansion to the administration.

NEGOTIATIONS

The Board agreed on the parameters for the Insurance Committee meetings. The first meeting will include all members with subsequent, informative meetings held without Board members in attendance until decisions are to be made.

PERSONNEL

Administration is moving forward with the reorganization of the front office.

At 8:38 Dr. Deb Wilson, Superintendent, Dr. Don Angelaccio, Assistant Superintendent, and Mr. Micheal DeBartolo, Business Manager exited the meeting.

The Board reviewed the new Superintendent contract for Dr. Angelaccio. The contract will be looked over by the Board attorney and reviewed again.

ADJOURNMENT

Mrs. Botwinski moved and Mrs. Olsen seconded the motion to return to Open Session at 9:04 p.m.

ROLL CALL:

AYES: Mr. Chester, Mrs. Olsen, Mrs. Peters
Mrs. Botwinski, Mr. Bowes

NAYS: None

ABSENT: Mr. Novak, Mr. Bednar

President

Secretary

MINUTES OF THE SPECIAL MEETING
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
SEPTEMBER 29, 2015
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Novak, Mrs. Peters

ABSENT: Mr. Bednar, Mr. Chester, Mrs. Olsen

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Mr. Lynn Himes, Board Attorney

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

EXECUTIVE SESSION

Mr. Novak moved and Mrs. Botwinski seconded the motion to adjourn to Executive Session for purposes of discussing personnel and negotiations.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Novak, Mrs. Peters

NAYS: None

ABSENT: Mr. Bednar, Mr. Chester, Mrs. Olsen

The Board adjourned to Executive Session at 7:02 p.m.

OPEN SESSION

The Board returned to open session at 8:03 p.m.

ROLL CALL:

PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Novak, Mrs. Peters

ABSENT: Mr. Bednar, Mr. Chester, Mrs. Olsen

ADJOURNMENT

Mrs. Botwinski moved and Mr. Novak seconded the motion to adjourn at 8:04 p.m.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Novak, Mrs. Peters

NAYS: None

ABSENT: Mr. Bednar, Mr. Chester, Mrs. Olsen

President

Secretary

MINUTES OF THE SPECIAL MEETING EXECUTIVE SESSION
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
SEPTEMBER 27, 2016
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the Executive Session to order at 7:02 p.m.

ROLL CALL:

PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Novak, Mrs. Peters

ABSENT: Mr. Bednar, Mr. Chester, Mrs. Olsen

ALSO

PRESENT: Mr. Lynn Himes, Board Attorney

NEGOTIATIONS

The Board reviewed the new superintendent contract with Mr. Himes. After discussion, the Board directed Mr. Himes to make some changes to the contract for negotiation with the future superintendent.

ADJOURNMENT

Mrs. Botwinski moved and Mr. Novak seconded the motion to return to Open Session at 8:03 p.m.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Novak, Mrs. Peters

NAYS: None

ABSENT: Mr. Bednar, Mr. Chester, Mrs. Olsen

President

Secretary

PERSONNEL REPORT

<u>Name</u>	<u>Position</u>	<u>Action</u>	<u>Effective</u>	<u>Salary</u>
1. Juan Chavez	Night Custodian MacArthur	FMLA	October 6 to November 4, 2016	
2.				

PROSPECT HEIGHTS SCHOOL DISTRICT 23
Prospect Heights, IL
2017 - 2018 SCHOOL YEAR CALENDAR

DRAFT

AUGUST 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	(21)	(22)	23	24	25	26
27	28	29	30	31		
TOTAL DAYS						8

September 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	X	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	=	22	23
24	25	26	27	28	29	30
TOTAL DAYS						19

OCTOBER 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	X	(10)	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
TOTAL DAYS						20

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	{9}	10	11
12	13	14	15	{16}	17	18
19	=	=	=	X	=	25
26	27	28	29	30		
TOTAL DAYS						17

December 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	=	23
24	X	=	=	=	=	30
31						
TOTAL DAYS						15

JANUARY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
	X	=	=	=	=	6
7	8	9	10	11	12	13
14	X	16	17	18	19	20
21	(22)	23	24	25	26	27
28	29	30	31			
TOTAL DAYS						16

February 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	{8}	9	10
11	12	13	14	{15}	=	17
18	X	20	21	22	23	24
25	26	27	28			
TOTAL DAYS						18

March 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	(20)	21	22	23	24
25	=	=	=	=	=	31
TOTAL DAYS						16

April 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
TOTAL DAYS						21

May 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	29	30	31		
TOTAL DAYS						22

June 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	*11)	12	13	14	15	16
17	18	19	21	21	22	23
24	25	26	27	28	29	30
TOTAL DAYS						7

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
TOTAL DAYS						

CALENDAR LEGEND	
Legal Holidays	X
Institute Days	○
P/T Conferences-Students in Attendance	{ }
P/T Conferences-No Student Attendance	△
Not in Attendance	=
School Begins	(
School Closes)

*Possible Records Day

Student Attendance Days	179
Teacher Institute/School Improvement Days	4
Parent/Teacher Conference Days	2
Total Days	185

ADOPTED:

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 21, COOK COUNTY, ILLINOIS
AND
THE BOARD OF EDUCATION OF PROSPECT HEIGHTS
SCHOOL DISTRICT NO. 23, COOK COUNTY, ILLINOIS**

THIS AGREEMENT is made and entered into this ____ day of _____, 2016 by and between the BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 21, Cook County, Illinois (“District 21”) and the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23, Cook County, Illinois (“District 23”), collectively referred to as the “Parties.”

WHEREAS, District 21 and District 23 both require transportation services for students attending their respective schools; and

WHEREAS, District 21 and District 23 have determined that by sharing the costs associated with letting contracts for the transportation of students and, where practicable, sharing transportation services, they may more economically obtain such services for the taxpayers of each school district; and

WHEREAS, District 21 and District 23 desire to enter into an intergovernmental agreement for the shared acquisition transportation services; and

WHEREAS, Article VII, Section 10 of the *Illinois Constitution* encourages and authorizes intergovernmental cooperation between units of local government, including school districts; and

WHEREAS, District 21 and District 23 are authorized to enter into intergovernmental agreements pursuant to the *Intergovernmental Cooperation Act* (5 ILCS 22/5).

NOW, THEREORE, in consideration of the foregoing recitals, as well as the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby expressly acknowledged, District 21 and District 23 agree as follows:

1. The Parties, through their respective superintendents (or superintendents' designees) shall jointly develop bid specifications, instructions, and notices to bidders for the transportation, including transportation coordination services, of students, including special education students, of both school districts in accordance with the requirements of 105 ILCS 5/10-20.21, as well as a timeline for publishing the notice to bidders, receiving and evaluating bids, and selecting a successful transportation contractor.

2. After receipt of bids from potential transportation contractors, the Parties' respective superintendents (or superintendents' designees) shall meet to evaluate and confer regarding the bids, including recommendations to the respective boards of education regarding selection of a successful transportation contractor or contractors.

3. District 21 and District 23 will endeavor to agree on the selection of a common transportation contractor as the lowest, responsible, respective bidder if economically and logistically feasible. However, neither party shall be obligated to agree on a common contractor and may in its sole discretion select a different contractor to whom to award a contract for the transportation of its respective pupils.

4. Each District will remain solely liable for payment of the costs of transporting its respective students. The costs of any shared routes will be paid by each District based on the proportion of its respective students riding said shared route.

5. Each District will remain responsible for administration, supervision and management of its own transportation services and obligations and rights under any

contract entered into with a transportation contractor, including the right to terminate the contract as to services for its own students.

6. In the event the Districts enter into a combined or shared contract with a transportation contractor, the breach of the contract by one District will not be considered a breach by the other District and the non-breaching District shall not have any liability under the contract for such breach and shall be entitled to be indemnified, defended and held harmless from and against any and all liability by the breaching District.

7. Either Party may terminate this Agreement upon ten (10) business days' written notice to the other. In the event of such termination, the obligations of the Parties pursuant to Paragraph 6, above, will survive termination.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the day and year first above written.

**BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 21, COOK COUNTY, ILLINOIS**

By: _____
President, Board of Education

Attest: _____
Secretary

**BOARD OF EDUCATION OF PROSPECT HEIGHTS
SCHOOL DISTRICT NO. 23, COOK COUNTY, ILLINOIS**

By: _____
President, Board of Education

Attest: _____
Secretary

G:\WP51\COMMON\SD0\SD021C\AGR\INTERGOVERNMENTAL AGREEMENT.DOCX

City Moves Forward With Lake Level Fix, But...

Stormwater Storage Waiver Sought, Plus State, Federal, City Council Approvals

Prospect Heights wants to raise the level of Hillcrest Lake, but state and federal agencies, plus city council, must approve plans before any construction can begin.

Aldermen at their Aug. 22 council meeting supported a recommendation by the city's Strategic Direction Committee on how to move forward with a stormwater management plan for the lake.

They favor the installation of a weir system, similar to a dam, that would be designed to moderate water flow in the 14-acre lake.

In places, Hillcrest is only a foot deep. The low level has caused an overgrowth of aquatic vegetation and contributed to a drop in the lake's quality of life, residents say.

The city recently treated about half of Hillcrest's overgrowth using herbicides.

Raising the water level would require creation of new areas for stormwater overflow.

Single-family homes sur-

round the lake, limiting where new compensatory storage can be made, city officials say.

Also, as city officials started discussions on the health of Hillcrest Lake nearly a year ago, they were told creating enough new storage could cost at least \$1 million.

As a result, officials plan to seek a waiver from the Illinois Dept. of Natural Resources (IDNR) on the storage requirement.

Before IDNR decides on the waiver request, however, it has required the city provide more stormwater management calculations and modeling for 1-, 5-, 10-, 50-, 100- and 500-year storm events.

Such a task would cost the city an estimated \$6,800. According to City Administrator Joe Wade, IDNR wants to verify a higher Hillcrest Lake will not increase flooding upstream.

If IDNR allows the the lake level to rise without new compensatory storage, Pros-

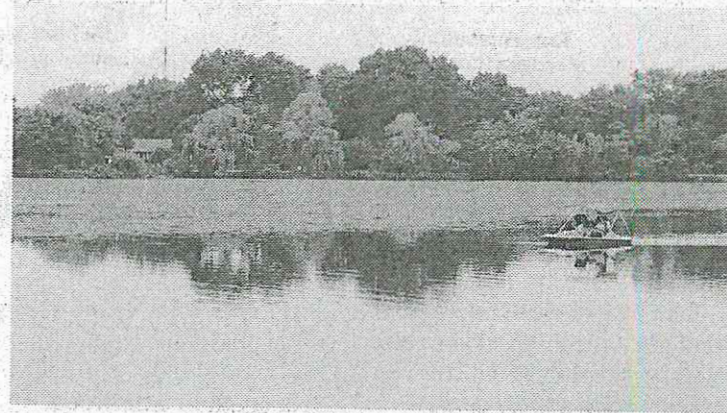
pect Heights would also need similar approvals for relief from its own city council and FEMA.

According to Wade, engineering and installation of a weir system, based on a recent study by Globetrotting Engineering, would cost \$125,000.

Funding options at this time include using city revenues, creating a special service area for residents to pay through the property taxes, or seeking grant opportunities to help cover costs.

After all of this, Wade says city officials and planners must also take into consideration Hillcrest's sediment levels as well as a proposal to raise the elevations of Willow Road, Hillcrest Drive and Owen Street, which surround the lake.

To improve stormwater flow through the area, MWRD and the Cook County Dept. of Transportation have proposed raising the grade of Willow



Paddleboaters make their way across shallow Hillcrest Lake for a closer view of the Prospect Heights July 4th parade this summer.

(Journal photo)

Road by 5-6 feet and Hillcrest and Owen 2-3 feet.

Compensatory storage would be required, similar to the lake level issue, and MWRD has already identified possible locations with property owners, Wade says.

The road project would cost at least \$2.5 million, according to Wade, with the city's share around \$800,000. Prospect Heights would also be responsible for engineering costs.

Construction on the road project, if approved, would start in 2018 at the earliest, Wade adds.

Hillcrest Lake, located along Willow Road between Elmhurst and Wheeling roads, flows into nearby McDonald Creek, which traverses east into the Des Plaines River.

A decision on the new \$6,800 study could be made by aldermen at their next city council meeting Sept. 12.

**Prospect Heights School District 23
Board Discussion**

Date: October 14, 2016

Title: Summary of Categorical Grants

Contacts: Don Angelaccio, Micheal DeBartolo

This table is intended to provide a summary of the categorical grants for the 2016-17 school year.

CATEGORY	OVERVIEW	Grant 2015-16	Grant 2016-17
School Library Grant	Funds will be used to purchase library books.	\$1,125*	\$1,125*
Supplemental General State Aid (Poverty Grant)	Funds will be used for the At-Risk Reading Support teachers' salaries.	\$392,245**	\$390,847**
Title III: TPI/TBE (State) Transitional Program of Instruction/ Transitional Bilingual Education	Funds will be used for 2 FTE TPI/TBE teachers' salaries, 3 FTE program assistant salaries, bilingual intervention software, tutoring and summer programs, supplies and parent outreach activities.	\$169,662	\$216,092
Title III: LIPLEPS (Federal) Language Instruction Program for Limited English Proficient Students	Funds will be used for 1.5 FTE TPI/TBE assistant's salary and professional development.	\$44,750	\$45,113
IDEA Flow-Through	Funds will be used to pay a portion of the tuition for students in NSSEO programs, our	\$265,906	\$276,080

	Occupational Therapists' salaries, and a portion of the salary of our Physical Therapist.		
IDEA Preschool	Funds will be used for a portion of the program assistant's salary.	\$16,610	\$15,538
NCLB Consolidated Title I Basic	Funds will be used for 3 FTE reading and math tutors, math intervention software, digital literacy software, virtual summer school programming, and supplies for homeless students.	\$115,529	\$126,506
NCLB Consolidated Title IIA Teacher Quality	Funds will be used to pay for tuition reimbursement for teachers and for the ECRA data management system.	\$29,917	\$29,224
Total		\$1,035,615	\$1,100,525
* Estimated Amount ** Prorated Amount			

9.26.2016 FOIA Request from NBC5 Chicago

1 message

Smyser, Katherine (NBCUniversal) <Katy.Smyser@nbcuni.com>
To: "dwilson@d23.org" <dwilson@d23.org>

Mon, Sep 26, 2016 at 12:47 PM

454 North Columbus Drive A Division of National Broadcasting
Chicago, IL 60611-5555 Company, Inc.
312-836-5555 www.nbcchicago.com



September 26, 2016

Debbie Wilson, Ed.D
Superintendent
Prospect Heights School District 23
Prospect Heights, Illinois 60070-1231

Dear Dr. Wilson:

This is a request under the Illinois Freedom of Information Act. I am making this request of every public school district in the Chicago area.

I would like to know which schools in Prospect Heights School District 23 have a stock of undesigned epinephrine auto-injectors, and which do not. (Schools in Illinois are under no requirement to keep such a supply.)

To save you time in this response, I'm basically looking for a response in which you list each school in your district, with a "yes" or "no" as to whether the school keeps a stock of undesigned epinephrine auto-injectors.

However, if you prefer to produce actual FOIA documents, I ask that you provide me with the required written prescription or standing order, which each school must have if it opts to keep a supply of undesigned epinephrine auto-injectors – and also let me know which schools do not have such a prescription or order.
Again, I am happy to accept a yes-or-no answer about each school, in place of these prescriptions and orders, to save you time in answering this request.

You can send your response to me at katy.smyser@nbcuni.com. Alternatively, you can send an answer to me at NBC5 Chicago; 454 North Columbus Drive; Chicago, Illinois 60611. And if there is any way in which I can help in getting this information, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me at katy.smyser@nbcuni.com or at [312-836-3187](tel:312-836-3187). Thank you so much for your time and consideration in this matter.

Sincerely,

Katy Smyser

Investigative Producer



Micheal DeBartolo <mdebartolo@d23.org>

Fwd: 9.26.2016 FOIA Request from NBC5 Chicago

Micheal DeBartolo <mdebartolo@d23.org>
To: Katy Smyser <Katy.Smyser@nbcuni.com>
Bcc: Debra Wilson <dwilson@d23.org>

Fri, Sep 30, 2016 at 3:19 PM

Ms. Smyser:

In response to your FOI request dated September 26, 2016, please accept this timely response to the following request:

"I would like to know which schools in Prospect Heights School District 23 have a stock of undesignated epinephrine auto-injectors, and which do not. (Schools in Illinois are under no requirement to keep such a supply.)"

Mac Arthur Middle School: YES

Ross/Sullivan School: YES

Eisenhower Elementary School: YES

Let me know if there is any other document you need.

Micheal DeBartolo
Business Manager

Prospect Heights School District 23
700 North Schoenbeck Road
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone
(847) 870-3896 Facsimile

[Quoted text hidden]



Micheal DeBartolo <mdebartolo@d23.org>

FOIA request

Jared Rutecki <jrutecki@bettergov.org>
To: mdebartolo@d23.org

Thu, Sep 8, 2016 at 12:30 PM

Jared Rutecki
Digital journalist
Better Government Association
223 W Jackson Blvd
Ste. 900
Chicago, IL 60606
[312-821-9032](tel:312-821-9032)

September 8, 2016

RECORDS REQUEST

Dear FOIA Officer:

This is Jared Rutecki at the Better Government Association with a request for documents under the Illinois Freedom of Information Act.

Specifically, under FOIA, I am requesting copies of:

- 1.) **Collective Bargaining Agreements:** Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. If a union is currently operating under an expired contract, please include it.
- 2.) **Administrator Contracts:** Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents and principals.
- 3.) **Budget:** The approved operating and capital budgets for the 2016-17 school year.
- 4.) **Legal Settlements:** Any and all legal settlements entered into, signed, or otherwise adopted from August 1, 2015 to present.
- 5.) **Payroll:** Documents sufficient to show the **names and corresponding job titles and salaries of any and all district employees and board members** as of today (In other words, the current payroll records that include names, positions and pay for all employees, **not just teachers and administrators**).

If possible, please provide budget and payroll documents in a spreadsheet format, and a PDF for the collective bargaining agreements, administrator contracts and legal settlements.

I am making this request on behalf of the Better Government Association (BGA). The BGA is a registered non-profit organization in the State of Illinois.

The principal purpose of this request is to access and disseminate information concerning news and current or passing events for articles of opinion or features of interest to the public regarding the health, safety and welfare or the legal rights of the general public. The information sought will not be used for sale, resale, or solicitation or advertisement for sales or services.

This request is not made for commercial or personal purposes. More information about the BGA is available on the BGA website, www.bettergov.org, and on file with the Illinois Secretary of State. I ask that you waive fees as the law allows.

For any written correspondence, please send to:

223 W Jackson Blvd.

Ste. 900.

Chicago, IL 60606

However, in the interest of saving money and paper, I ask that you send all responses to my email address: jrutecki@bettergov.org.

Please call or email with any questions. I look forward to your response within five business days as required by law.

Jared Rutecki



Micheal DeBartolo <mdebartolo@d23.org>

Response to FOIA Request

Micheal DeBartolo <mdebartolo@d23.org>
To: jrutecki@bettergov.org
Cc: Tracy Stephens <tstephens@d23.org>

Wed, Oct 5, 2016 at 3:39 PM

Jared:

Attached please find the following documents responsive to your FOIA request submitted to the District on September 8, 2016:

1.) Collective Bargaining Agreements: Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. If a union is currently operating under an expired contract, please include it.

2015-19 Negotiated Agreement between Prospect Heights Education Association and Prospect Heights School District 23

2016-20 Collective Bargaining Agreement between SEIU Local 73 and Prospect Heights School District 23

2.) Administrator Contracts: Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents and principals.

Deb Wilson, Superintendent

Don Angelaccio, Assistant Superintendent

Micheal DeBartolo, Business Manager

Chrys Sroka, Director of Special Education

Maria Stavropoulos, Information Technology Director

Brian Rominski, Director of Buildings and Grounds

Steve Lee, Principal, MacArthur Middle School

Chris Alms, Assistant Principal, MacArthur Middle School

Traci Meziere, Principal, Sullivan Elementary School

Craig Curtis, Principal, Ross Elementary School

Luke Lambatos, Eisenhower Elementary School

3.) Budget: The approved operating and capital budgets for the 2016-17 school year.

FY 2017 Budget

4.) Legal Settlements: Any and all legal settlements entered into, signed, or otherwise adopted from August 1, 2015 to present.

Pete Nickolich Settlement Agreement

5.) Payroll: Documents sufficient to show the **names and corresponding job titles and salaries of any and all district employees and board members** as of today (In other words, the current payroll records that include names, positions and pay for all employees, **not just teachers and administrators**).

Micheal DeBartolo
Business Manager

Prospect Heights School District 23
700 North Schoenbeck Road
Prospect Heights, Illinois 60070


(847) 870-5552 Telephone
(847) 870-3896 Facsimile

16 attachments

-  **2015-19 PHEA Cumulative Negotiations Agreement.pdf**
3522K
-  **2016-20 SEIU CBA.pdf**
959K
-  **WILSON Full Multi-Year Contract (Superintendent 2014-18).pdf**
635K
-  **WILSON Contract (2016-17 Superintendent).pdf**
245K
-  **ANGELACCIO Contract (Asst Supt Curriculum 2016-17).pdf**
245K
-  **DeBARTOLO Contract (2016-17 Business Manager).pdf**
246K
-  **SROKA Contract (2016-17 SPED Director).pdf**
252K
-  **STAVROPOLOUS Contract (2016-17 IT Director).pdf**
252K
-  **ROMINSKI Contract (2016-17 Dir of B&G).pdf**
65K
-  **LEE Contract (2016-17 MacArthur Principal).pdf**
244K
-  **ALMS Contract (2016-17 MacArthur Asst Prin).pdf**
244K
-  **MEZIERE Contract (2016-17 Sullivan Principal).pdf**
244K
-  **CURTIS Contract (2016-17 Ross Principal).pdf**
244K
-  **LAMBATOS Contract (2016-17 Eisenhower Principal).pdf**
245K
- Nickolich Settlement.pdf**

10/5/2016

Prospect Heights School District 23 Mail - Response to FOIA Request

 257K

 **FOIA Jul-Sept 2016 Gross Pay.xlsx**
27K

July 1, 2015 – June 30, 2019

CUMULATIVE NEGOTIATIONS AGREEMENT



BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23

AND

PROSPECT HEIGHTS EDUCATION ASSOCIATION

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**CUMULATIVE NEGOTIATIONS AGREEMENT
BETWEEN
THE BOARD OF EDUCATION OF DISTRICT NO. 23
AND
THE PROSPECT HEIGHTS EDUCATION ASSOCIATION
JULY 1, 2015 - JUNE 30, 2019**

**ARTICLE I
PURPOSE AND REPRESENTATION**

A. Preamble

1. The Board of Education of District 23, hereinafter referred to as the "Board" and the Prospect Heights Education Association of said district, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association", recognize that the aim of the public school is to provide the best education possible for the children of this district.
2. Attainment of education objectives of the district requires mutual understanding and cooperation between the Board, the Administration, the professional teaching personnel, and the educational support professionals. To this end, free and open exchange of concerns is desirable and necessary with the Board and Association participating in good faith negotiations.

B. Recognition

1. The Board recognizes the Association as the sole and exclusive negotiating agent for all regularly employed certificated personnel, herein after referred to as teachers, and all regularly employed full-time educational support personnel including all secretaries, special education teaching assistants, classroom teacher assistants and library aides and excluding the Superintendent, Business Administrator, Principals, Assistant Principals, psychologists, tutors, extended day workers, lunchroom monitors, custodians, maintenance workers, bus drivers, and all administrative, managerial and supervisory personnel and confidential employees including the Secretary to the Superintendent, Secretary to the Business Administrator, Director of Technology, bookkeeper/secretary, student service/curriculum secretary, Computer and Computer Network Technicians, and all short-term employees and part-time educational support professionals.

2. The Board agrees not to negotiate with reference to matters set forth herein with any teachers' organization other than the Association for the duration of this Agreement. It is understood that all negotiations are to be conducted with designated representatives of the Board and with designated representatives of the Association, hereinafter referred to as the "General Negotiations Committee." It is recognized, however, that this Agreement in no way prohibits individual employees from petitioning the Board on matters of concern to them as employees and individuals. Further, it is understood that the Board and the Administration retain their right to discuss with individual employees in the district matters relating to the educational program that are beyond the scope of salaries in terms and conditions of employment covered by this Agreement.
3. Neither the Association, nor its members, nor any person acting on behalf of the Association, shall engage in, or encourage, or support any strike, slowdown, or other concerted refusal to render full and complete services to the school district, nor picket, nor disrupt the operation of any public school or administrative offices of the Board Education for the term of this Agreement.

C. Representative Election

Any organization challenging the Association must adhere to the statutes and rules and regulations of the Illinois Educational Labor Relations Board.

D. Responsibilities, Limitations, and Rights

1. The Board retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the Statutes of the State of Illinois. The Board shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as the functions of the employee, standards of services, its overall budget, the organizational structure and selection of new employees and direction of employees.
2. The Association and the Board agree to meet at reasonable times and negotiate with regards to policy matters directly affecting wages, hours, and terms and conditions of employment.

3. It is the mutual responsibility of the Board and the Association to confer upon their respective representatives on the General Negotiations Committee the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements, which upon presentation to the Board and the Association respectively for ratification and approval, will have the reasonable chance of such ratification and approval.
4. The Association may use the district mail service and employee mailboxes, for a reasonable volume of mail, and one bulletin board in each school employees' lounge for matters of Association concern.
5. The Association shall have the right to use schools at no charge for general membership meetings, provided meetings in no way interfere with the instructional program. However, if any meeting is held that requires overtime custodial services, fees will be paid by the Association in accordance with Board policy. Reservation of space for general membership meetings shall be through normal school processes.
6. No Association views on matters relating to administrator-teacher-educational support professional or Board-teacher-education support professional relationships will be discussed by teachers or educational support professionals while they are engaged in their assigned duties in the presence of students.
7. The Board agrees to permit the Association to inspect or agrees to furnish to the Association, in response to reasonable requests from time to time, any available information that is otherwise required by law to be made available to the general public and any other such information as may be specifically related to teacher salaries and insurance programs. The Association agrees to furnish copies of any available pertinent information as reasonably requested by the Board or its representatives. Nothing in this section shall require the central administration staff to search and assemble information.

E. Agency Shop

1. It is recognized that the Association's duties as the sole and exclusive bargaining agent entail expenses for collective bargaining and contract administration which appropriately are shared by all teachers and educational support professionals who are beneficiaries of said Agreement. To this end, if a teacher or educational support professional does not join the Association or execute a dues deduction authorization within fourteen (14) days after posting of notice required in subparagraph a, the Board shall deduct a sum equivalent to the proportionate share of the costs of the services rendered by the Association for collective bargaining and contract administration in its role as the sole and exclusive bargaining agent in equal payments from the regular salary check of the teacher or educational support professional in the same manner as it deducts for members of the Association provided:
 - a. The Association has posted the appropriate notices of imposition of such fair share fee in accordance with the rules and regulations of the IELRB; and
 - b. The Association has annually certified in writing to the Superintendent the amount of such fair share fee and has annually certified in writing to the Superintendent that such notice has been posted.
2. The Board shall begin such fair share fee deduction no earlier than fourteen (14) days (or any later period as required by the Rules and Regulations of the IELRB) after certification by the Association as described in paragraph 1 of Section E of this Article.
3. The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claims, demand, suit, or other form of liability which may arise by reason of any action taken by the Association or the Board in complying with provisions of this Section, including reimbursement for any legal fees or expenses incurred in connection therewith. The Board agrees to promptly notify the Association in writing of any claim, demand, suit or other form of liability which may arise by reason of any action taken by the Board in complying with section E of this Article and, if the Association so requests in writing to surrender claims, demands, suits or other forms of liability.

4. In the event a teacher or educational support professional objects to the amount of such fee, the Board shall continue to deduct the fee and the Board shall transmit the fee (or the portion of the fee in dispute) to the IELRB which shall hold the fee in escrow in an account established for that purpose. The Board shall continue to transmit such fee to the IELRB until further order of the IELRB. If a teacher or educational support professional is entitled to a refund, the teacher or educational support professional shall receive such refund plus any interest earned on the refund during pendency of the action.
5. If a non-member teacher or educational support professional declares the right of non-association based upon bona fide religious tenets or teaching or a church or religious body of which such teacher or educational support professional is a member, such teacher or educational support professional shall be required to pay an amount equal to the teacher's or educational support professional's proportionate share to a non-religious charitable organization mutually agreed upon by the teacher or educational support professional and the Association. If the teacher or educational support professional and the Association are unable to reach agreement on the matter, a charitable organization shall be selected from a list established and approved by the IELRB in accordance with its rules.
6. The provisions of the Agency Shop Clause shall not apply to any person who was employed in the school district but was not a member of the Association as of June 30, 1983, except and unless should those persons at some future date voluntarily agree to either the Agency Shop provisions or take out a membership in the Association.
7. Educational support professionals are excluded from Article 1.E.6.

F. Board Packet

The Administration will provide a Board Packet to the Association President at the same time they provide the packet to the Board prior to the regularly scheduled Board meeting. Contents of the packet will include all those items provided to the public.

G. Labor Management Committee

1. For purposes of maintaining communications and allowing for discussion of issues of mutual concern and/or contract implementations and to ensure adequate exploration of issues prior to the formal bargaining process, the parties shall form a Labor Management Committee which shall meet at least one time during the school year as an organizational meeting and other times as needed.
2. The Committee will be composed of the Association President and one representative from each school; along with two Board members, the Superintendent, the Business Manager and a principal. Either side can place items on the agenda.
3. The parties will apply interest based problem solving practices to:
 - a. Deal with implementations of current Collective Bargaining Agreement issues,
 - b. Deal with impact issues,
 - c. Vet, explore and investigate issues that will come to bargaining for the next contract.

**ARTICLE II
NEGOTIATIONS**

A. Negotiations Committee

Each party to this Agreement shall select its negotiation representatives according to its own internal provisions, provided there is Board representation on the Board Team and a minimum of one Board member in attendance at any meeting of the General Negotiations Committee. There shall be teacher and educational support professional representation on the Association Team and a minimum of one teacher and one educational support professional in attendance at any meeting of the General Negotiations Committee. The membership of each team shall be mutually agreed upon.

B. Procedures

1. It is the intention of the parties hereto that negotiations shall start by February 15th of the last year of the contract. The Association will submit a written request to the Board asking that an organizational meeting of the General Negotiations Committee be convened to mark the commencement of the formal bargaining process.
2. Ground rules for negotiations will be established by the General Negotiations Committee.
3. If the Association desires to have a General Negotiations Committee meeting during a non-negotiating year, the Association will submit a written request to the Board of Education asking that a meeting of the General Negotiations Committee be convened. The Board and Association may both submit written items for the agenda at least one (1) week prior to the mutually agreed date and time. If a written request is not received by the Board of Education by the end of that fiscal year, no meeting will take place.
4. All tentative agreements will be prepared in written form and distributed to all members of the Association and Board of Education for review, discussion, and ratification. The Cumulative Negotiations Agreement shall be printed and distributed by the Board. Such material shall ordinarily be made available within thirty (30) days after ratification.

C. Mediation Procedure

1. If agreement is not reached on all items within forty-five (45) days of the commencement of the school year, and all items sought to be negotiated have been thoroughly explored without reasonable expectation of reaching agreement, either party may declare to the other, in writing, that an impasse exists.
2. When an impasse is declared or the Illinois Education Labor Relations Board invokes mediation, the mediation process shall be invoked by utilizing the services of either the Federal Mediation and Conciliation Service or the American Arbitration Association. When the parties have decided mutually upon the organization to be used, the parties shall immediately send a joint letter to that organization requesting its service, and its rules shall be followed in the selection of a mediator.

3. The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such other steps as he may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement, provided that the mediator shall not, without the consent of both parties, make findings of fact or recommend terms of settlement.
4. The costs for a mediator shall be shared equally by the Board and the Association.

ARTICLE III GRIEVANCE PROCEDURE

A. Definition

1. A grievance shall mean a complaint that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.
2. As used in this Article, the term days shall mean days on which the school business office is open.

B. Basic Principles

1. Every teacher and educational support professional covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this article or elsewhere in this Agreement shall be construed to prevent any individual employee from discussing a problem with the Administration and having it adjusted without intervention or representation of the Association.
2. A teacher or educational support professional who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.

3. Failure of a teacher or an educational support professional or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's or Board's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
4. Any teacher or educational support professional has a right to be represented in the grievance procedure. The teacher or educational support professional shall be present at any grievance discussion when the Administration and/or Association deem it necessary. When the presence of a teacher at a grievance hearing is requested by either party, illness or other incapacity of the teacher or educational support professional shall be grounds for any necessary extension of grievance procedure time limits.
5. The Association has the right to be present any time the grievant is not being represented by the Association. In any instance where the Association is not represented in the grievance procedure, the Association will be notified of the final disposition of the grievance of which disposition shall not be in conflict with any of the terms or conditions of this Agreement. Any final disposition of grievance alleged by the Association to be in conflict with this Agreement shall be grievable by the Association, except where such disposition has resulted from an arbitrator's award pursuant to Step 4 of the grievance procedure.
6. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school hours, or during non-teaching time of personnel involved. When such hearings and conferences are held, at the option of the administration, during school hours, all employees whose presence is required shall be excused, with pay for that purpose.
7. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher or educational support professional or Association representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the teaching staff or educational support professional.

8. If the Association or any teacher or educational support professional files any claim or complaint in a court of law or other appropriate governmental agency, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.

C. Procedures

1. Informal Procedures

The parties acknowledge that it is usually most desirable for a teacher or educational support professional and the teacher's or educational support professional's immediately involved supervisor to resolve problems through free and informal communications. If however, the informal process fails to satisfy the teacher or educational support professional or the Association, a grievance may be processed as follows:

2. Formal Procedures

- a. Step One

The teacher or educational support professional or the Association shall present the grievance in writing to the immediately involved supervisor or the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement allegedly violated, and shall state the remedy requested. Such grievance shall be submitted within fifteen (15) days from the date of the occurrence of the event giving rise to the grievance. The supervisor or principal shall arrange for a meeting to take place within fifteen (15) days after receipt of the grievance to discuss the claim. Within fifteen (15) days of the meeting, the teacher or educational support professional and the Association shall be provided with the supervisor's or principal's written response including reasons for the decision.

b. Step Two

If the grievance is not resolved at Step One, then the teacher or educational support professional or Association may refer the grievance in writing to the Superintendent or designee within ten (10) days after receipt of the Step One answer. The Superintendent or designee shall arrange for a meeting to take place within ten (10) days of receipt of appeal. Within ten (10) days of the meeting, the teacher or educational support professional and/or Association shall be provided with the written response of the Superintendent or designee including reasons for the decision.

c. Step Three

If the grievance cannot be settled at the second step, the aggrieved, acting independently or through the Association, shall present a written brief on the grievance to the Board, which may also include a request for an oral hearing.

1. The brief should be sent to the President of the Board of Education no later than thirty (30) days following receipt of the Superintendent's written reply, as outlined in Step Two. If the aggrieved, acting independently or through the Association, fails to submit a written brief within thirty (30) days, the grievance shall be considered withdrawn and cannot be pursued henceforth from that date.
2. Upon receipt of the written brief, the Board will consider the grievance at its next regularly scheduled Board meeting. If the aggrieved, acting independently or through the Association, does not wish to have an oral hearing, the Board will issue a written statement concerning its decision regarding the grievance. This statement will be mailed to the aggrieved and Association, if appropriate, by certified letter within thirty (30) days following the Board's formal deliberations on the grievance.

3. If the aggrieved, acting independently or through the Association, formally requests an oral hearing, the full Board, or a Board subcommittee shall grant an oral hearing within thirty (30) days after receipt of the written brief. The Board will mail a written statement concerning its decision by certified mail to the aggrieved and the Association, if appropriate, no later than thirty (30) days following the oral hearing.
4. If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the parties. If a copy of the transcript shall be furnished to the arbitrator, the cost of such shall be divided equally between the parties

d. Step Four

1. Within thirty (30) school days following the decision of the Board of Education in Step Three, the Association may file a demand for arbitration with the American Arbitration Association. The outside arbitrator, if necessary, shall be selected by mutual agreement or from a list of five names provided by the American Arbitration Association. By lot or other mutually agreed random method, one party will be selected to strike first one name followed by one name to be stricken by the other party, this process repeated until only one name remains. This person shall be selected as the outside arbitrator. The arbitrator's decision shall be final and binding upon the parties.
2. The arbitrator shall have no power to alter, amend, modify, or add to the terms of this Agreement.
3. The cost of the arbitration shall be shared equally by the Association and the Board. Every effort will be made to process grievances and conduct arbitrations during non-school hours. If, however, it is mutually agreed to hold meetings during school hours when substitutes are needed, both parties will share the cost of substitutes needed.

4. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the proceeding, they may, at their own expense, provide it.

**ARTICLE IV
PERSONNEL FILE**

All materials placed in the teacher's or educational support professional's file, with the exception of university credentials, shall be available to the teacher or educational support professional at his/her request for inspection. Material that could lead to disciplinary action or discharge shall not be placed in the teacher's or educational support professional's file unless the teacher or educational support professional has had an opportunity to read the material. The teacher or educational support professional shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed. Such signature does not necessarily indicate agreement of the contents of the material. The teacher or educational support professional shall have the right to answer any material filed and the answer shall be submitted to his/her principal and attached to the file copy. Materials positive in nature may be placed in the teacher's or educational support professional's file without requiring the teacher's or educational support professional's signature.

**ARTICLE V
WORK DAY, WORK YEAR AND ASSIGNMENT**

TEACHER

- A. The usual teacher workday shall be seven (7) hours in length, including a duty-free lunch period of the same length as the students but not less than thirty (30) minutes. The Board and Association share a mutual belief regarding the importance of planning time in order to carry out professional duties.

B. Professional Development

1. Monday Meetings: The Association and the Board of Education recognize the need for having a limited number of school building and district-wide meetings. There are 22 meetings for the school year primarily scheduled for Mondays. There is flexibility for the length of meetings and designated day of the meetings if needed. However, whether these meetings are for professional development or staff meetings, time shall not exceed 22 hours. When possible, no more than two consecutive Monday meetings shall be scheduled. Start and end times of meetings shall be determined at the individual school building.
2. Professional Development Committee: The Professional Development Committee, as designated by the Association and District Administration will meet regularly to discuss identified District staff development and building needs and through consensus make recommendations for professional development for the District.

Topics, relevancy, quality and delivery methods of professional development will be discussed. Surveys, when appropriate may be used to assist with planning professional development for the District.

C. Filling of Vacancies and New Positions

Provided that qualified teachers with recall rights have been afforded the opportunity to fill vacant positions, when a current position becomes vacant or a new position is created, the building principal shall request volunteers from which to apply the following criteria for selection. Such positions will be filled based upon consideration of certification, qualifications, merit and ability (including performance evaluations, if available, and relevant experience, provided that length of continuing service will not be a factor unless all other factors are determined by the District to be equal.

D. Reassignments

1. A reassignment is defined as a change in grade level and/or subject area not involving the movement to another school within the District. After considering volunteers for vacancies or new positions, such positions may be filled by reassignment of existing staff within the school. Reassignments of tenured teachers shall neither be arbitrary nor capricious.

2. When a reassignment is necessary, the teacher may meet with the building principal to discuss the reason for the assignment and the reassignment decision. The teacher and principal will sign a letter stating that this discussion took place. The teacher's signature shall not be interpreted to indicate agreement with the reassignment decision. If the teacher has objections to the reassignment, he/she may place his/her objection in writing, and such objection shall be placed in the teacher's personnel file.
 3. A teacher who is reassigned shall meet with his/her building principal prior to the implementation of the reassignment to create a transition plan, including but not limited to training, mentoring, and other support, which will enable the teacher to successfully transition to his/her new assignment.
- E. Notice of Assignments, Vacancies and New Positions
1. Notice of Assignments – As soon as possible, but no later than the close of the school year, the Administration shall provide a written notice to each of the returning teachers advising him/her of next year's teaching assignment. This notice shall contain statements concerning the grade level and subject area to be taught. All teaching assignments shall be consistent with each teacher's Illinois State Teaching License. If a change in a teaching assignment becomes necessary, the principal shall notify the teacher as soon as possible.
 2. Notice of Vacancies and New Positions - The Superintendent will notify staff of all vacancies including new positions and increases to existing positions. This shall be done by forwarding printed notices to schools for posting or distribution, by electronic posting on the District website and by sending an email to all currently employed staff that are included on the network server's "all staff" electronic mail address.

F. Voluntary and Involuntary Transfers

1. Voluntary Transfers - Any teacher presently on tenure or eligible for continuing contractual status in the coming school term may indicate desire for a voluntary transfer to another school. Such application shall be in writing to the Superintendent. It is recognized that an application for transfer does not imply a teacher's desire to be transferred from their present assignment should the desired vacancy not be available. Should the specific transfer request be unavailable, the teacher will have the option of applying for vacancies which may still exist. Every effort will be made to notify all internal candidates of their status prior to public announcement of the individual who has been selected to fill the vacancy. Upon request, current teachers that are not approved for voluntary transfer shall be given notice as to why he/she has been declined.
2. Involuntary Transfers - Transfers between schools due to District reorganization shall be considered involuntary transfer after voluntary transfer requests have been considered. Any transfer which is not acceptable to the teacher involved shall be considered an involuntary transfer with the following provisions:
 - a. Notice of the proposed involuntary transfer shall be given to the teacher involved as soon as reasonably possible.
 - b. No teacher shall be transferred involuntarily for arbitrary or capricious reasons.
 - c. An involuntary transfer shall be made only after a meeting, if requested in writing by the teacher, between the teacher involved and the Superintendent or his/her designee. Representatives of the Association may be present if requested.
 - d. Any teacher who is transferred shall meet with his/her new building principal prior to the implementation of the transfer to create a transition plan, including but not limited to training, mentoring, and other support which will enable the teacher to successfully transfer to his/her new position.
 - e. Any teacher reassigned by manner of an involuntary transfer may submit a written resignation and shall be released from his/her contract.

G. Summer School Positions

Teacher selection for summer employment will be made by the Superintendent and/or his/her designee. All teachers will be selected based upon consideration of certifications, qualifications, merit and ability (including performance evaluations, if available), professional preparation and relevant teaching experience as these relate to the summer school position. Teachers who are employed by the Board during the regular school year will be given priority for summer employment. In the event that a qualified person is not available from the District 23 staff, the Superintendent and/or his/her designee shall seek to fill the summer school position by hiring a qualified teacher from outside the District. A teacher to be employed by the Board for summer school work will receive notification of his/her assignment no later than May 30th. The rate of pay shall be related to the number of hours and weeks of employment and determined by the authorization of each year's summer school funds.

H. Teachers employed to provide home/hospital bound tutorial services for District 23 students shall be paid not less than \$30/hour and mileage reimbursement at the rate annually established by the Board.

I. No teacher will be required to take any non-supervisory extra duty.

J. The Association and Board share a mutual belief that smaller class sizes optimize student learning. To maintain an optimum learning environment, the District must find an appropriate balance between revenues and expenditures.

K. The teacher's work year calendar will be 185 days. If only one emergency day is left at the end of the year, it will be designated as a Records Day. If at least two emergency days are left, one will be a Records Day and one other day will be deleted as a work day from the calendar. On Records Day, teachers may leave after completing their year-end tasks. Teachers do not need to report on Records Day if they have completed their year-end tasks.

If no emergency days remain at the end of the year, no Records Day or additional day off will be given.

L. Library Coverage

The Board acknowledges the concern for teachers regarding open student accessibility to the Ross and Sullivan libraries. The Superintendent, in conjunction with building administration, will work to secure daily library coverage to assist students and the librarians with routine library operations. If necessary, assistance beyond current staff may be considered. The effectiveness of the daily library coverage to assist students will be addressed monthly at the communication meetings.

EDUCATIONAL SUPPORT PROFESSIONAL

- A. The educational support professional work year will be: Secretaries – 196 days; Teacher Aides – 180 days; and Nurses – 188 days.
- B. The educational support professional paid workday shall be as follows:
1. Secretaries - Elementary - 8 hours or as contracted; Middle School - 8 hours or as contracted.
 2. Teacher Assistants (aides) - 6.5 hours or as contracted.
 3. Library Aides - Elementary - 6.5 hours or as contracted; Middle School - 7 hours or as contracted.
 4. Registered Nurses - 7.0 hours or as contracted.
- C. Breaks and Lunches: A thirty (30) minute duty free and unpaid lunch is required for any educational support professional working more than four (4) hours in any one day. One (1) fifteen (15) minute paid break shall be given to educational support professionals working three to six hours per day. Educational support professionals working six to eight hours per day shall receive two (2) fifteen (15) minute paid breaks. Education support professionals shall work with the classroom teacher to schedule time away from the classroom based on their assigned student's needs. Issues with not receiving daily lunches and breaks should be brought to the attention of administration. They may also elect to work a paid lunch duty during their lunch period.
- D. Classroom educational support professionals work from 8:00 a.m. to 3:00 p.m. They may be assigned to other duties when they do not have responsibility for their student, including bus duty, lunch duty, or other assignments.

- E. Timecards and Overtime: A record of any time worked shall be maintained by the date and time, and be signed by the employee's supervisor or superintendent's designee. Time worked beyond the educational support professional paid workday shall be voluntary and mutually agreed to by the employee and supervisor or superintendent's designee. Accumulated time will be rounded to the nearest quarter hour at the end of each pay period and paid at the next pay period. Time worked beyond 40 hours per week will be paid at the rate of one and one-half (1½) times the hourly rate. If educational support professionals are required to stay past 3:00, they will receive compensation by using the timecard. They may attend building meetings, but will not be compensated unless they are required to attend.
- F. School Closing: If a school is officially closed because of an emergency situation and the teachers are not required to report to work, educational support professionals who are regularly scheduled to work, will not be required to report to work, and will be paid for that day.
- G. Classroom Duties: Teachers will receive information on ESP duties and expectations in the classroom on an annual basis. Educational support professionals shall not be required to administer medicine or prescription-based therapies (including physical therapy). They may be required to lift or reposition students or do some stretching of the student's limbs during the day, as needed for educational purposes.
- H. Open Positions: The Superintendent shall have posted in the administration office and all schools a notice of all educational support professional vacancies. Educational support professionals on leave shall be mailed a copy of the educational support professional vacancies. Educational support professionals have the opportunity to apply for the vacancies. Every effort will be made to notify all educational support professionals of their status regarding vacancies for which they have applied prior to public announcement of the individual who has been selected to fill the vacancy. Upon request, current educational support professionals who are not approved for voluntary transfer shall be given notice as to why he/she has been declined.
- I. Annual Assignments and Reassignments
 - 1. A reassignment is defined as a change in position not involving the movement to another school within the District. Unless there is a valid business necessity to do otherwise, when a position becomes available through changes in staffing or the increase or reduction of the number of classes in a grade level or subject area, the building principal shall request volunteers to fill such positions. If there are no volunteers, such positions may be filled by reassignment of existing staff in the school.

2. Reassignments shall be neither arbitrary nor capricious,
 3. When a reassignment is necessary, the educational support professional may meet with the building principal to discuss the reason for the reassignment decision. The educational support professional and principal will sign a letter stating that this discussion took place. The educational support professional's signature shall not be interpreted to indicate agreement with the reassignment decision. If the employee has objections to the reassignment, he/she may place his/her objections in writing, and such objections shall be placed in the employee's personnel file.
 4. An educational support professional who is reassigned shall meet with his/her building principal or supervisor prior to the implementation of the reassignment to create a transition plan, including but not limited to training, mentoring, and other support which will enable the employee to successfully transfer to his/her new assignment.
 5. As soon as possible but no later than the close of the school year, the administration shall send a written notice to each returning educational support professional advising him/her of next year's assignment. If a change in an educational support professional's position becomes necessary, the administration shall notify the educational support professional as soon as possible.
- J. Training: The District recognizes that ESP assignments in the classroom have become more challenging in the last few years. Educational support professionals have an important role as support to our special education students and to their building. The Board and the Association agree that ESPs should be properly trained for their assignments. On-the-job, student-centered training with specialists (OT/PT) is recommended for all ESPs who work in the classroom. Educational support professionals should also take advantage of free training offered through NSSEO when available and approved by their supervisor. Training may be made available outside the District with supervisor approval. Job descriptions for ESPs and aides should be readily available online.

**ARTICLE VI
EXPENSES FOR PROFESSIONAL ACTIVITIES**

- A. The Board shall pay annual dues for professional organizations up to fifty dollars (\$50), other than Association membership dues. Canceled checks or paid receipts will be required for reimbursement.

- B. The Board shall allocate five thousand dollars (\$5,000) for teachers' and educational support professional meetings, travel and professional growth. This money is to be used only for expenses incurred and verified by Board policy. Such travel will not be limited to the State of Illinois. Substitute salaries shall not be paid from this fund.

**ARTICLE VII
TUITION REIMBURSEMENT**

TEACHER

- A. The Board agrees that teachers shall receive reimbursement of up to one hundred and fifty dollars (\$150) or the actual tuition cost, whichever is less, for every semester hour of college credit or equivalent pre-approved by the superintendent or designee. The Board will reimburse tuition for a maximum of six (6) pre-approved hours annually completed and transcript-verified during the period of September 1st thru August 30th of the next calendar year. Individuals who participate in an approved graduate degree program which is field-based or accelerated may receive reimbursement for total hours completed and certified annually to a maximum of eighteen (18) over the three year period beginning with the initial year of participation in the degree program.
- B. This first reimbursement shall be paid no later than November 30th of each year, provided however, that an official transcript of college credit has been filed with the Superintendent's office no later than November 1st of each year. A second reimbursement payment shall be made no later than March 30th of each year, provided however, that an official transcript of college credit has been filed with the Superintendent's office no later than March 1st of each year. A third reimbursement payment shall be made no later than July 30th of each year, provided however, that an official transcript of college credit has been filed with the Superintendent's office no later than July 1st of each year.
- C. Educational enhancements to an individual's salary will take place once a year based upon course work completed prior to the start of that school year. If course work is completed prior to the start of the school year but a test has to be taken in order to receive the degree or credit and the only time the test is offered would be after the start of the school year, lane advancement would be allowed subject to test passage and salary adjustment would be retroactive to the start of the school year.

- D. Upon their return to the district, teachers will receive tuition reimbursement for approved course work completed during an authorized leave of absence. Teachers who resign from the district will forfeit any unpaid tuition reimbursement.
- E. Teachers receiving honorable dismissal as a result of reduction-in-force shall receive tuition reimbursement for approved course work taken during their last year of employment: such reimbursement shall be paid in conjunction with their final check.

EDUCATIONAL SUPPORT PROFESSIONAL

- A. Educational support professionals may request to be sent to activities advancing their professional growth. If approved by their supervisor and superintendent, the employee will be reimbursed for any expenses incurred, based upon district policy.
- B. Educational support professionals who must meet the qualifications stipulated in the No Child Left Behind Act shall receive reimbursement for every semester hour of college credit or equivalent pre-approved by the Superintendent or designee. The rate of reimbursement shall be the Harper College in-district per semester hour cost in effect at the time coursework was taken or the actual tuition, whichever is less. The Board will reimburse tuition for a maximum of twelve (12) hours annually completed and transcript-verified during the period of September 1 through August 30. Reimbursement for the prior years coursework shall be received no later than November 30 of the year in which the individual returns to the employment of District 23. Educational support professionals who resign from the district will forfeit any unpaid tuition reimbursement. Educational support professionals receiving an honorable dismissal shall receive any unpaid tuition reimbursement in their final paycheck.

**ARTICLE VIII
REDUCTIONS-IN-FORCE**

TEACHER

Length of continuous service in the District as utilized in Section 24-12 of The School Code shall be defined as follows:

1. Years of continuous service as a tenured teacher in the District. After July 1, 1986, for purposes of determining seniority, full-time tenured teachers who fail to complete a full school term of service because of approved unpaid leave shall be awarded no seniority credit for contracted service of less than 90 days and (1/2) one-half years credit for contracted service of 90 days or more. Such unpaid leave of absence approved by the Board will not constitute an interruption of teaching service.
2. If total continuous service as a tenured teacher in the District is equal between two or more tenured teachers, then the following criteria shall be used to break the tie. The criteria listed below are in order of importance.
 - a. Formal evaluation ratings covering the past three years service.
 - b. Teacher job qualifications in terms of undergraduate and graduate credit in the teaching field.
 - c. The total number of years of teaching experience out of the district in a state accredited school.
3. If any tenured teacher is offered and voluntarily agrees to take a part-time position because of reduction-in-force, he/she shall have his/her rights maintained and shall receive tenure, insurance, step advancement on the salary schedule, and seniority afforded to full-time teachers.
4. If a tenured teacher who has been honorably dismissed returns to full-time service at the beginning of the next calendar year, the teacher shall not suffer loss of tenure or salary step and shall be restored all fringe benefits as promptly as the insurance carrier permits.

EDUCATIONAL SUPPORT PROFESSIONAL

The purpose of this reduction in force provision is to establish procedures for an orderly and equitable reduction in the number of working hours and positions, while minimizing disruption to the educational process.

1. Reduction-in-force for educational support professional will be done in accordance with the School Code Section 10-23.5.

2. When, in the judgment of the Board of Education, decline in enrollment or any other reason requires reduction in educational support professional, the Administration shall attempt to accomplish the same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition, given the necessity to maintain the most competent and qualified staff available in the interests of perpetuating the highest quality program possible, the Administration shall base its decision as to resulting employment on the relative skill, ability, competence and qualifications of available staff to do the available work.
3. If a choice must be made between two or more educational support professionals of equal skill, ability, competence and qualifications to do the available work, continued employment will be given to the educational support professional with the greater full-time continuous length of service in School District #23.

**ARTICLE IX
LEAVES**

A. Sick Leave

1. Full time teachers and educational support professionals will be granted fifteen (15) full days of sick leave per year. Part-time teachers will be granted sick leave pro-rated on fifteen (15) days rounded to the nearest half. Three (3) of these days may be used as personal leave days in accordance with the procedures cited in Article IX, B. 1. No limit will be placed on the number of accumulated sick days. Inordinate use of sick days may be subject to request of verification by the Board.
2. Three (3) full days, without deduction from pay or sick leave, shall be allowed for absence caused by death in the immediate family. Additional days taken at the time of this death will be counted as sick leave absence days. Immediate family, in event of death, shall include spouse, brothers, sisters, parents, children, parents-in-law, grandparents, grandparents-in-law and grandchildren. Also included are stepparents, stepbrothers, stepsisters, stepchildren, half brothers, half sisters, brothers-in-law and sisters-in-law, or others of significant relationship at the discretion of administration.
3. Within the first year of the birth or adoption or placement for adoption of a child, mothers and fathers shall be allowed thirty (30) days of sick leave if they have it accumulated.

B. Sick Leave Bank

1. The Board agrees to the creation of a District Sick Leave Bank, which shall include teachers and educational support professionals who wish to participate.
2. The District Sick Leave Bank will operate under policies established by the Board of Education.
3. The Association shall appoint three (3) teachers and one (1) educational support professional to membership on the District 23 Employee Sick Bank Committee, which will act with the Superintendent on all matters that concern the policy and administration of the sick leave bank.4. A current list of employee participants shall be maintained by the Superintendent and posted in each school.
4. Consult the District's Sick Leave Bank Policy for its application and use.
5. The Board shall modify the District Sick Leave Bank Policy to allow for members of the bank to use up to two (2) sick bank days per year for the purpose of observing bona fide religious holidays. Such days shall be granted upon written request to the Superintendent without the prior approval of the Sick Bank Committee.

C. Personal Leave

1. Full time teachers and educational support professionals may use three (3) of their annual allocation of sick leave days as personal leave days. In no case will said days be used during any form of work stoppage or for purposes of association leave. Generally, personal leave is not available to extend vacations, holidays, during teacher institutes, or the first and last week of school except under unique circumstances approved by the Superintendent. Part time teachers may use their pro-rated sick leave for personal leave not to exceed three (3) days.

A teacher or educational support professional shall notify the Superintendent, in writing, of his/her intention to use personal leave no later than forty-eight (48) hours prior to the leave. The written notification shall include the reasons why the personal leave will be used. In addition, the teacher or educational support professional will be required to verify, by signature, that the request is within the defined purposes of such leave in accordance with Board Policy 5:185. In the case of emergency situations that may arise, verbal notification to the Superintendent or his designee will be accepted.

2. Any teacher or educational support professional receiving a subpoena to court shall be allowed to go without pay deduction or deduction of leave days except when the subpoena is for testimony against a position taken by the Board of Education.

D. Religious Holiday Leave

In the event that a teacher's or educational support professionals' religious holiday falls on a working day, the teacher or educational support professional, who is a member of the sick bank, may withdraw up to two (2) days from the sick leave bank for the purpose of observing such holiday(s). If additional days are needed, the teacher or educational support professional may request to use up to three (3) sick leave days, if they have accumulated, but only a total of three sick days per year can be used for religious holidays without a pay deduction. An individual requiring additional days for observing religious holidays, may use up to three personal days, as allocated and described in Article IX.C.

E. Association Leave

Should the Association send representatives to regional, state, national conferences, or other professional business, these representatives shall be excused without pay loss, providing that the Association shall reimburse the district for the cost of the substitute(s). A written notification for such leave shall be submitted to the Superintendent by the President of the Association at least one week prior to any Association leave. Such leave shall apply to no more than three (3) Association representatives and total Association leave shall not exceed ten (10) school days per year. The Association President may take up to five (5) additional days per year to conduct Association business.

- F. When the schools are officially closed for emergency purposes, then teachers or educational support professionals with a prearranged absence for that day will not have that day deducted.

G. Family Medical Leave Act

1. The Family Medical Leave Act allows eligible employees to take time off without loss of benefits for the following six (6) reasons:
 - a. The birth and first year care of a newborn,
 - b. The adoption or foster placement of a child,
 - c. The employee's own serious health condition,

- d. The serious health condition of an employee's spouse, child or parent,
 - e. A qualifying exigency arising from active military duty of a spouse, child or parent, and
 - f. To care for the employee's spouse, child, parent or next of kin who is a covered service member with a serious injury or illness.
- 2. Teachers and educational support professionals are entitled to FMLA leave pursuant to the Family Medical Leave Act, if they meet all the statutory eligibility criteria. For purposes of calculating leave entitlement, the FMLA year will be based on the school year.
 - 3. During FMLA leave, accrued paid leave time such as sick leave, personal leave or vacation days may be used at the choice of the employee. All policies and rules regarding the use of paid leave time will apply.
 - 4. Insurance benefits during the leave will be consistent with benefits contained in the applicable collective bargaining agreement. If any unpaid leave is taken after exhaustion of FMLA leave, the employee will be responsible for paying the entire monthly health insurance premium.

H. General Conditions for All Extended Leaves

- 1. An employee on an extended leave of absence under sections I, or J of this article may continue participation at his/her own expense, at the annual group rate, in the district's group health insurance program, including comprehensive benefits, major medical benefits, dental insurance, and dependent coverage. The months of July and August, for insurance purposes, are to be construed as part of the prior school year. An employee granted an extended leave of absence and electing to participate in the district's employee health insurance program shall pay such necessary premiums to the school district in quarterly installments 30 days in advance. It shall be the responsibility of the employee to make certain such payments are made. Upon return from such leave, the employee shall again be placed at the same position on the salary schedule as they would have been when such leave began.

2. Teachers and educational support professionals accepting a leave of absence during the school year will be placed at the nearest half-year of advancement on the salary schedule. Staff members whose leave is scheduled to continue until the end of the school year must provide written notice of their intention to return to the District by March 1st of the school year preceding their return. Failure to notify the District by March 1st after having received a courtesy reminder from the District sent certified mail with return receipt shall be considered a resignation. However, the District may re-employ such individuals who have so resigned if a position is available, and such re-employment shall be considered continuous service with the District.

I. Other Extended Leaves

Other extended leaves may be granted, without pay, for required military service, reasons of health, and continuing education or unique opportunities which would benefit that staff member in their professional role within the school district. Except for leaves due to reasons of health, a written request should be received by the Superintendent by March 1st of the year preceding the requested leave of absence.

J. Unpaid Leave of Absence

1. An unpaid leave of absence may be granted to a teacher who has ten (10) or more years of service in District 23 on the date the application for the leave is made.
2. Such request shall be submitted in writing to the Board of Education through the Superintendent of Schools, no later than March 1st of the year preceding the proposed leave of absence. Such request shall include an explanation of the proposed use of such leave. There will be no financial grant during the unpaid leave of absence. The Board of Education will, however, during the unpaid leave of absence, agree to transmit for the teacher the currently required contribution to the Teacher Retirement System as may be required under the Rules and Regulations of the Illinois Teacher Retirement System, or such payment as may be made by the teacher to the Illinois Teacher Retirement System as may be required by the I.T.R.S.

3. A teacher granted such leave may continue participation at his/her own expense, at the annual group rate, in the district's group health insurance program including comprehensive benefits (usual and customary), major medical benefits, dental insurance, and dependent coverage. A teacher granted an unpaid leave of absence and electing to participate in the district's employee health insurance program shall pay such necessary premiums to the school district in quarterly installments 30 days in advance. It shall be the responsibility of the teacher to make certain that such payments are made. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as they would have been when such leave began.
4. The granting of an unpaid leave of absence will be wholly and unilaterally at the sole and exclusive discretion of the Board, and a refusal to grant such leave will not be subject to challenge through the grievance process.

**ARTICLE X
PARENTAL LEAVE**

A. General Conditions – Teachers and Educational Support Professionals

Tenured teachers and non-probationary educational support professionals may take parental leave to care for a newborn or a newly adopted or foster placed child at the time of birth or adoption or at the conclusion of FMLA leave.

B. Unpaid Parental Leave

1. A written request for parental leave shall be received by the Superintendent at least ninety (90) calendar days prior to the anticipated starting date of the leave. Written notice of the intention to begin adoption proceedings should be given to the Superintendent ninety (90) calendar days notice. A second letter specifying the date in which the parental leave (due to an adoption) actually begins should be sent to the Superintendent; however this may be received by the Superintendent as late as the day before the child arrives.
2. With the consent of the Carrier, the employee may maintain insurance benefits by making timely payments of all premiums which may be due to the Business Office or pursuant to its direction.

3. Sick leave and FMLA leave shall not be applicable during the period of parental leave under this section. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment in the District. Sick leave and FMLA leave may not be used to extend parental leave.
4. Any employee desiring parental leave under this Section as a result of becoming an adoptive or foster parent shall notify the Superintendent in writing upon the initiation of such adoption proceedings or notification of anticipated foster placement. Leaves shall be granted upon satisfactory written notification to the Superintendent of the date the child is expected to be received. It shall be the responsibility of the applying employee to keep the Superintendent informed of the status of the proceedings and, as soon as known, the expected date of the delivery or placement of the child.
5. Anything herein to the contrary, an employee who has been granted a parental leave of absence under this Section shall not become eligible for a subsequent parental leave unless and until such employee has returned to full-time service for at least one complete school term, provided under exceptional circumstances the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.
6. A male employee who has entered upon contractual service shall be entitled to a parental leave of absence under this Section. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements of this Section. Eligibility for such leave shall arise upon the anticipated birth of a child which the employee has fathered or upon his planned adoption or receipt for foster placement of a child.
7. Nothing herein shall be construed as requiring any employee to apply for a parental leave under this Section.

C. Conditions Specific to Teachers

1. Where the teacher is eligible, parental leave may be taken without pay. An individual applying for parental leave may request a leave for the balance of the current school year. Additionally, the applicant may request the next full school year as a continuation of the unpaid leave. Parental leave shall not exceed the balance of the school year in which it commences and one additional school year. Parental leave shall be granted for a specific date in anticipation of a birth, actual birth of the child, and/or the point which the teacher may no longer work because of medical reasons (doctor certificate required). This shall not limit the Board of Education and individual teachers in mutually agreeing to a parental leave of shorter or longer duration.
2. Parental leave will not count toward the completion of the required four (4) years of probationary teaching. The Board reserves the right to terminate the probationary teacher who has not completed a full four (4) years of teaching in District 23 because of parental leave. This provision is necessary since the Board's right to evaluation before the granting of tenure would not be satisfied in the case of probationary teacher on parental leave.
3. A part-time teacher who has been employed for five (5) consecutive years and worked at least fifty percent (50%) or more of the work week during those five (5) years, anticipating the birth or adoption of a child, may request a parental leave from the Board of Education. The granting or withholding of such leave by the Board shall be in its sole and absolute discretion, and shall be without precedential effect. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements of this section.

D. Conditions Specific to Educational Support Professionals

Where an Educational Support Professional is eligible, parental leave may be taken without pay, but only if a satisfactory substitute can be hired for the length of the leave requested. If a satisfactory substitute cannot be found, and the employee takes the leave of absence anyway, his/her position will not be guaranteed upon his/her return.

**ARTICLE XI
SCHOOL CALENDAR**

The Board of Education and the Association along with the Superintendent shall form a committee to discuss and propose the upcoming year's calendar. The committee will consist of four Association members including at least one educational support professional, the Superintendent, one Building Administrator and one Board of Education member. Recommendations by the committee must be received by the Board of Education no later than April 1, in the year prior to the year for which the calendar is being adopted. The Board of Education shall decide the official calendar.

**ARTICLE XII
EVALUATIONS**

TEACHER

- A. Teacher evaluation instruments, procedures, and criteria shall be in compliance with the appropriate provisions of the School Code of Illinois as it pertains to teacher evaluation.
- B. The Board shall hold harmless any teacher who becomes involved as a defendant of any type of adjudication originating as part of the teacher's scope of authority.
- C. A meeting of the Evaluation Committee shall be biennially convened to evaluate the instrument as to its effectiveness and manageability. This committee shall consist of one teacher and one administrator from each building. The Superintendent shall be a non-voting member of the Evaluation Committee. The teacher members shall be selected by the Association.
- D. All forms used in association with the teacher evaluation procedure shall be reviewed and agreed to by a consensus of the Evaluation Committee.

EDUCATIONAL SUPPORT PROFESSIONAL

- A. The primary purpose of employee evaluation shall be the improvement of employment skills and all evaluations shall be conducted in good faith and in accordance with the evaluation instrument developed collectively between the educational support professional and the Administration. All educational support professionals will be assigned a school where the primary evaluator shall be the school principal or immediate supervisor.

- B. In the event an employee feels the formal written evaluation was incomplete or unjust, she/he may put in writing the objections and have them attached to the evaluation report to be placed in his/her personnel file.
- C. A meeting of the Evaluation Committee shall be triennially convened to evaluate the instrument as to its effectiveness and manageability. This committee shall consist of the Superintendent or his/her designee, two administrators, a member of the Association's Executive Board, and two educational support professionals who shall be selected by the Association. The administrators shall follow the procedures established by the Committee as described in the ESP Evaluation Plan.
- D. All forms used in association with the ESP evaluation procedure shall be reviewed and agreed to by a consensus of the Evaluation Committee.

**ARTICLE XIII
EARLY RETIREMENT**

The Board or its representative will confer with the Association prior to the implementation of any district sponsored teacher or educational support professional early retirement program.

**ARTICLE XIV
EMPLOYEE INSURANCE BENEFITS**

- A. Employee Insurance Benefit Committee
 - 1. On or before September 15th of each year, the Board will name up to three individuals to serve on an Employee Insurance Benefit Committee and the Association will name five individuals which includes one educational support professional. The purpose of the committee is to annually review and make recommendations to the Board related to Employee Benefits on options to improve insurance benefits and/or control the cost of insurance benefits. The committee is also to undertake the tasks listed more fully in the parties' side letter on committee duties. The individuals named by the Board do not need to be Board members, although they may be. The individuals named by the Association will be chosen by the Association's Executive Board.
- B. The Board and the Association have agreed further that the Committee should undertake the following duties each school year:

1. The Committee members will commit to meet often enough to accomplish the work of the Committee.
2. The Committee will survey the insurance needs of the employees in order to assist the Committee in its annual study of the District's insurance plan.
3. The Committee will undertake regular communication with the employees and the Board on the workings of the Committee and on its progress in completing its annual tasks.
4. The committee shall issue a report to the Board prior to any change in the employee insurance benefit package, but in no event later than 90 days prior to the termination of the existing insurance benefit package.
5. All modifications or amendments to the employee benefit plan are subject to ratification by both the Association and the Board.
6. Should no recommendation be made and/or ratified by both the Association and the Board, the existing plan will remain in full force and effect.
7. Details of these insurance programs can be found in the district employee insurance booklet.

C. Life Insurance

1. The Board agrees to pay the cost of life insurance of \$25,000.00 for each teacher and educational support professional eligible to receive benefits. Upon the death of an association member the Board will make a contribution in the amount of \$25,000 to the spouse or estate of the deceased.
2. Additional life insurance may be purchased by the teacher or educational support professional at their expense from the District's insurance company if the company offers optional insurance.

D. Health, Dental and Vision Insurance Benefits

The Board agrees to contribute the following percentages of the full premium for each eligible member of the bargaining unit.

- | | | |
|----|-----------------------------------|-------|
| 1. | Single HMO or PPO Premium | 95% |
| | Family Portion HMO or PPO Premium | 60% |
| | Family & Single Dental Premium | 100%. |
2. In addition to the Board contribution to insurance premiums, the Board of Education will pay up to 7% of any annual increase in health insurance premiums. The member will pay any increase in excess of 7% of any annual increase in health insurance premiums. See Appendix A for an example of how insurance increases will be calculated.
 3. Hepatitis B inoculations shall be provided by the Board. All participation shall be voluntary.
- E. Only individuals employed for thirty (30) hours or more a week will be entitled to insurance benefits.
- F. The Association may employ a co-consultant at its cost. He/she will have access to materials and can converse directly with vendors but must share his/her calculations and advice with the entire committee.

**ARTICLE XV
PAYMENT CALCULATORS**

HOW PHEA MEMBERS ARE PAID

The salary model proposed for this four-year contract utilizes the ten-year Consumer Price Index (CPI) plus an additional percentage increase. The average of the ten-year Consumer Price Index is approximately 2.25%.

Certified staff members will receive an annual salary letter from the District which verifies salary and educational enhancement level.

Certified staff members who are on one of the salary tables in Exhibit B shall remain on the same salary table for the duration of the 2015-2019 negotiated agreement. Each salary table has been calculated to include vertical and horizontal movement.

The salary tables in Exhibit B do NOT contain the salaries of all individuals employed as of September 15, 2015. The salaries of certain individuals do not appear on the salary tables due to the negotiated methods of calculating salaries during previous negotiated agreements (i.e. individuals subject to a salary freeze, partial credit for service, etc.).

A. Starting Salaries for Certified Staff Members (Non-Higher Wage):

2015-2016: \$42,446 (2014-15 starting salary [\$41,819] x 2013 CPI [1.50%])

2016-2017: \$42,785 (2015-16 starting salary [\$42,446] x 2014 CPI [0.80%])

2017-2018: TBD (2015 CPI not yet determined at printing of contract)

2018-2019: TBD (2016 CPI not yet determined at printing of contract)

B. Certified PHEA Staff Members (Non-Higher Wage) Increases: Certified PHEA members, not classified as higher wage employees, will receive 3.75% for the first year of the four-year contract. Certified PHEA members, not classified as higher wage employees, will receive 3.50% for the second year of the four-year contract. Certified PHEA members, not classified as higher wage employees, will receive 3.25% in the third year of the four-year contract. Certified PHEA members, not classified as higher wage employees, will receive 3.75% in the fourth year of the four-year contract.

C. Higher Wage Employees (“HWE”)

2015-2016 - Certified and Non-certified PHEA members earning \$90,000/year or more will be classified as HWE. These employees will receive an increase equal to 3%.

2016-2017 – Certified and Non-certified PHEA members earning \$90,000/year or more plus the actual CPI for the applicable year, will be classified as HWE ($\$90,000 \times 1.008 = \$90,720$). These employees will receive an increase equal to 2.50%.

2017-2018 – Certified and Non-certified PHEA members earning \$90,720/year or more plus the actual CPI for the applicable year, will be classified as HWE ($\$90,720 \times 2015 \text{ CPI} = \text{HWE}$). These employees will receive an increase equal to 2.25%.

2018-2019 – Certified and Non-certified PHEA members earning \$90,720/year or more plus the actual CPI for the applicable year, will be classified as HWE ($\$90,720 \times 2015 \text{ CPI} \times 2016 \text{ CPI} = \text{HWE}$). These employees will receive an increase equal to 2.00%.

D. Starting Salaries for Non-Certified PHEA Educational Support Staff:

Aides

2015-2016: \$17.62 per hour (2014-15 starting salary [\$17.36 per hour] x 2013 CPI [1.50%])

2016-2017: \$17.76 per hour (2015-16 starting salary [\$17.62 per hour] x 2014 CPI [0.80%])

2017-2018: TBD (2015 CPI not yet determined at printing of contract)

2018-2019: TBD (2016 CPI not yet determined at printing of contract)

Secretaries

2015-2016: \$19.65 per hour (2014-15 starting salary [\$19.36 per hour] x 2013 CPI [1.50%])

2016-2017: \$19.80 per hour (2015-16 starting salary [\$19.65 per hour] x 2014 CPI [0.80%])

2017-2018: TBD (2015 CPI not yet determined at printing of contract)

2018-2019: TBD (2016 CPI not yet determined at printing of contract)

Nurses

2015-2016: \$28.95 per hour (2014-15 starting salary [\$28.52 per hour] x 2013 CPI [1.50%])

2016-2017: \$29.18 per hour (2015-16 starting salary [\$28.95 per hour] x 2014 CPI [0.80%])

2017-2018: TBD (2015 CPI not yet determined at printing of contract)

2018-2019: TBD (2016 CPI not yet determined at printing of contract)

- E. Non-Certified PHEA Educational Support Staff:** Non-certified PHEA educational support staff will receive 3.75% for the first year of the four-year contract. Non-certified PHEA educational support staff will receive 3.50% for the second year of the four-year contract. Non-certified PHEA educational support staff will receive 3.25% in the third year of the four-year contract. Non-certified PHEA educational support staff will receive 3.75% in the fourth year of the four-year contract.

TEACHER

- A.** A teacher working less than full time will receive pro-rated salary, based upon the following assignment pattern:

- .2 Employment - .2 salary schedule
- .3 Employment - .3 salary schedule
- .4 Employment - .4 salary schedule
- .5 Employment - .5 salary schedule
- .6 Employment - .6 salary schedule
- .7 Employment - .7 salary schedule
- .8 Employment - .8 salary schedule
- .9 Employment - .9 salary schedule

- B. Candidates with teaching experience outside the district can be credited with up to ten (10) years previous teaching experience. Credit for teaching experience outside of the district will only be awarded at the initial employment by District #23.
- C. Teachers may request salary deductions for annuity and/or deferred salary tax shelter plans. These requests must be submitted, in writing, to the Business Administrator and must comply with the laws, rules and regulations in effect.
- D. At the time of retirement, a teacher may elect to use up to the number of days of accumulated sick leave as permitted by legislation toward retirement benefits with the Illinois Teacher Retirement System.
- E. Teachers may choose at the beginning of the school year to be paid in ten (10) or twelve (12) months, semi-monthly. Direct electronic deposit of payroll to the employee's financial institution of choice will be provided as requested in writing. Payroll of all individuals newly employed after July 1, 2003 will be forwarded by electronic deposit.
- F. Individuals attaining the following levels of educational enhancements will receive a 3% increase in salary for the following levels of Educational Enhancements:
 - Bachelor + 12 hours of graduate credit
 - Bachelor + 24 hours of graduate credit
 - Master Degree + 15 hours of graduate credit
 - Master Degree + 30 hours of graduate credit

Failure to provide an official transcript of such college credit by November 15th, will deny a teacher the educational enhancement pay increase to his/her salary. Placement at the Masters salary level may be achieved upon completion of a Masters degree from a graduate program accredited by the North Central Association of Colleges and Universities or a similar accrediting body. During any given school year, teachers are eligible to receive one educational enhancement.
- G. Individuals attaining a Master Degree will receive a 4.5% increase in salary.
- H. Effective July 1, 2017, teachers who have twenty (20) or more years in the District may not receive a salary increase in excess of 6% through a combination of a salary increase and educational enhancements.

- I. A teacher required to attend, on a non-scheduled working day as a function of a job related duty that is not covered by extra duty, will be paid a stipend of \$30 per hour worked.
- J. Pay deductions will be based upon the teachers' current work year.
- K. The positions of Coordinator, Staff Developer, Team Leader (or Level Leader), and Facilitator may receive a yearly stipend at the discretion of the Board.
- L. Certified personnel hired after November 1, will receive no credit for advancement to the next salary level.
- M. All reimbursement for supervising student teachers received by the district from the participating University or College will be placed in a special activity account to be expended by that supervising teacher for classroom use.
- N. Extra duty positions will not be open to administrators. If insufficient numbers of qualified bargaining unit members apply for extra duty positions, the Board shall have the right to hire other district employees or individuals from outside the district.

In order to create a new extra duty position the following steps need to be done:

1. The Extra Duty Committee will consist of four members chosen by the Association and two members chosen by the Board, all prior to March 1st. The Extra Duty Committee will meet twice per year to approve new extra duties, review the success of the past year's programs, and approve the next year's extra duty schedule.
2. The applicant must first gain approval from the principal and then the Extra Duty Committee to initiate the program. The applicants must operate the program for a year. During this time the applicants must record the following information:
 - a. Number of hours spent outside school time preparing and supervising the duty.
 - b. Number of students involved in the activity.
 - c. Purpose and goal of the activity.
 - d. General job description for the position.

3. After completing the initial year, the applicant shall present the information to the principal and the Extra Duty Committee for payment.
 4. Lunch and Bus Duty Stipend Changes to Extra Duty Schedule
 - a. Lunch Duty Stipend will become a per diem for each day worked. All staff will continue to fill out time cards and will only be paid for days worked.
 - b. Bus Duty Stipend will become a per diem for each day worked. All staff will continue to fill out time cards and will only be paid for days worked.
 5. Other than year-long duties (e.g., lunch supervision) the stipend will be paid upon completion of the extra duty.
- O. Extra Duty Pay
1. The Paid Extra Duty Schedule attached to this contract will be the benchmark list used to establish each annual cap on dollars that can be used to fund extra duty positions. Requests to add extra duty positions will come from the principal to the Extra Duty Committee to decide whether the position will be added. For Eisenhower, Ross and Sullivan, decisions to add extra duty positions will be based on needs that may arise as a result of the reconfiguration to Grade Level Centers. At MacArthur, any new duty added must replace one that already exists. Decisions to add extra duty positions need only come to the Board if the annual cap would be exceeded by the addition. The Board will consider whether to fund the new extra duty position above the annual cap.
 2. In the first year of the four-year contract, all stipends shall increase by 3%. In the second year of the four-year contract, all stipends shall increase by 0.80%. In the third year of the four-year contract, all stipends shall increase by the CPI for the applicable year. In the fourth year of the four-year contract, all stipends shall increase by the CPI for the applicable year.
- P. First year probationary teachers may be requested to participate in pre-service and mentoring activities prior to the first contracted duty day. They will be compensated at the rate of thirty dollars (\$30) per hour and will be provided insurance coverage which becomes effective on their first day of participation.

EDUCATIONAL SUPPORT PROFESSIONALS

- A. Educational support professionals will be paid according to the schedule attached to this contract. Four (4) of the work days assigned to secretaries will be scheduled at times best suited for an orderly registration process. Registration duties performed by nurses will be paid at the daily rate as needed at times approved by the building principal.
- B. Educational support professionals may choose at the beginning of the school year to be paid in ten (10) months or twelve (12) months, semi-monthly. Direct electronic deposit of payroll to the employee's financial institution of choice will be provided as requested in writing. Payroll of all individuals newly employed after July 1, 2003 will be forwarded by electronic deposit.
- C. Pay deductions will be based upon the educational support professional's current contract year and hourly rate.
- D. Administration may award credit in salary to a newly hired educational support professional for prior work experience.
- E. Educational support professionals may request salary deductions for annuity tax shelter plans. These requests must be submitted, in writing, to the business administrator and must comply with the laws, rules and regulations in effect.
- F. Extra duty positions will not be open to administrators. If insufficient numbers of qualified bargaining unit members apply for extra duty positions, the Board shall have the right to hire other district employees or individuals from outside the district.

In order to create a new extra duty position the following steps need to be done:

1. The Extra Duty Committee will consist of four members chosen by the Association and two members chosen by the Board, all prior to March 1st. The Extra Duty Committee will meet twice per year to approve new extra duties, review the success of the past year's programs, and approve the next year's extra duty schedule.
2. The applicant must first gain approval from the principal and then the Extra Duty Committee to initiate the program. The applicants must operate the program for a year. During this time the applicants must record the following information:

- a. Number of hours spent outside school time preparing and supervising the duty.
 - b. Number of students involved in the activity.
 - c. Purpose and goal of the activity.
 - d. General job description for the position.
3. After completing the initial year, the applicant shall present the information to the principal and the Extra Duty Committee for payment.
4. Lunch and Bus Duty Stipend Changes to Extra Duty Schedule
- a. Lunch Duty Stipend will become a per diem for each day worked. All staff will continue to fill out time cards and will only be paid for days worked.
 - b. Bus Duty Stipend will become a per diem for each day worked. All staff will continue to fill out time cards and will only be paid for days worked.
5. Other than year-long duties (e.g., lunch supervision) the stipend will be paid upon completion of the extra duty.
- G. The Paid Extra Duty Schedule attached to this contract will be the benchmark list used to establish each annual cap on dollars that can be used to fund extra duty positions. Requests to add extra duty positions will come from the principal to the Extra Duty Committee to decide whether the position will be added. For Eisenhower, Ross and Sullivan, decisions to add extra duty positions will be based on needs that may arise as a result of the reconfiguration to Grade Level Centers. At MacArthur, any new duty added must replace one that already exists. Decisions to add extra duty positions need only come to the Board if the annual cap would be exceeded by the addition. The Board will consider whether to fund the new extra duty position above the annual cap.

GENERAL

- A. Committee Work
- 1. Committee assignments are determined through a collaborative process at the building level.

2. Committee work may be scheduled after contractual hours if all non-administrative members of the committee are in agreement and the scope of the committee work can be completed in a timely manner.
3. Committee work after school will be paid at a rate of \$30/hour.
4. Committee work held after school will be limited to two hours per session.
5. Efforts will be made to alleviate the need for non-tenured staff to serve on District committees, except in situations where it cannot be avoided due to the number of available staff members or in situations where a specialty area of the curriculum is being served.
6. For 2015-2016, if an individual wishes to withdraw from serving on a committee, that individual will be allowed to do so without prejudice.

B. Internal Substitution

1. A teacher who is requested by administration to provide during his/her duty-free or planning periods substitute teaching services or who is required to supervise students because a substitute is unavailable, will be paid a stipend of \$30/hour for substitute teaching or supervision duties.
2. Payment will be calculated in fifteen (15) minute increments.
3. An ESP who is requested by administration to provide, during his/her duty-free periods, substitute teaching services or who is required to supervise students because a substitute is unavailable, will be paid the individual's hourly rate for substitute teaching or supervision duties.
4. Payment will be calculated in fifteen (15) minute increments.

**ARTICLE XVI
JOB SHARING**

- A.** Job sharing is a voluntary opportunity for two (2) tenured teachers to share one full time equivalent teaching position. Job sharing shall be filled only by teachers who have jointly agreed to work together.

- B. Participants must submit an annual written application to their Principal and the Superintendent by March 1st of the preceding school year for which the job sharing is requested. The proposal must be signed by both teachers and approved by the Principal and Superintendent before submitting it to the Board of Education for their approval.
- C. The proposal shall include, but not be limited to:
 - Teaching responsibilities
 - Schedule of work hours and/or days
 - Attendance at staff meetings
 - In service day participation
 - Parent /Teacher conferences
 - Substitution procedures
 - Field trips
 - Communications
- D. Participants in job sharing positions shall be placed according to Article XV.
- E. Job share participants will not have access to the district's insurance benefit package.
- F. Job share participants will be granted sick and personal leave pro-rated based on Article IX(A)1.
- G. Job share participants will receive no seniority for contracted service of less than 90 days and one-half (1/2) years credit for contracted service of 90 days or more.
- H. Teachers' whose requests for job sharing have been denied, may, upon written request receive the rationale for such denial in writing from the superintendent.

**ARTICLE XVII
PORTABLE COMPUTING DEVICES**

The Association and Board agree to the following regarding the Employee Portable Computing Device program:

1. All district employees who accept a district portable computing device (for example but not limited to laptop, cell phone, iPad, iPod) for their instructional use, will have the opportunity to participate in a portable computing device insurance program at the start of each school year. Employees who choose to participate in the insurance program will be asked to sign an Employee Portable Computing Device contract agreeing to pay the premium of \$25 per year to cover any and all damages incurred to the portable computing device off of school premises.
2. The Board agrees to hold this money as insurance, meaning no refund would be given, and no additional monies will be asked during the school year. This fee protects the employee's use of the portable computing device.
3. Employees who choose to opt out of the Portable Computing Device insurance program must select one of two options:
 - a. District will provide them with a desktop computer in lieu of a laptop to allow them to fulfill their duties as an educator in the district; OR
 - b. Employee will sign an agreement in which the member agrees to pay the cost to repair or replace the portable computing device if damaged off of school premises. Repayment will occur through payroll deduction.
4. The Board will perform an annual fund balance review to determine if the \$25 fee should be charged or reduced for the upcoming school year.

**ARTICLE XVIII
EFFECT OF AGREEMENT**

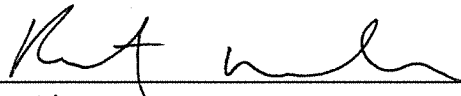
- A. This Cumulative Negotiations Agreement is the only written Agreement between the Board and the Association and it contains all acceptable and residual items from previous agreements.
- B. Should any section, sentence, or clause of the Agreement be declared illegal by a court of competent jurisdiction, said section, sentence or clause shall be automatically deleted from this Agreement to the extent that it violated the law, but the remaining sections, sentences and clauses shall remain in force.

C. This Agreement shall be effective as of July 1, 2015 and shall remain in effect until June 30, 2019.

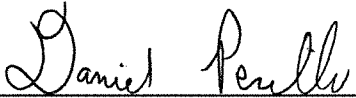
This Agreement is signed this 13th day of Jan, 2016.

In Witness Whereof:

For the PROSPECT HEIGHTS EDUCATION ASSOCIATION



President

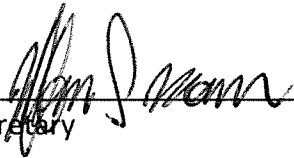


Negotiating Committee Member

For the BOARD OF EDUCATION, PROSPECT HEIGHTS SCHOOL DISTRICT #23



President



Secretary

APPENDIX A

EXTRA DUTY CALCULATOR

ACTIVITY	NUMBER of Positions	2015-2016	2016-2017	2017-2018	2018-2019
Lunchroom Supervision	(student ratio)				
MacArthur	1:70	\$14.99	\$15.11	TBD	TBD
Ross	1:50	\$14.99	\$15.11	TBD	TBD
Sullivan	1:50	\$14.99	\$15.11	TBD	TBD
Eisenhower	1:50	\$14.99	\$15.11	TBD	TBD
Bus Supervision					
MacArthur	4	\$7.52	\$7.58	TBD	TBD
Ross	5	\$7.52	\$7.58	TBD	TBD
Sullivan	4.5	\$7.52	\$7.58	TBD	TBD
Eisenhower	4	\$7.52	\$7.58	TBD	TBD
Sport Event Supervision	(per event)				
Girls Volleyball	2	\$66.33	\$66.86	TBD	TBD
Boys Volleyball	2	\$66.33	\$66.86	TBD	TBD
Wrestling	2	\$66.33	\$66.86	TBD	TBD
Girls Basketball	2	\$66.33	\$66.86	TBD	TBD
Boys Basketball	2	\$66.33	\$66.86	TBD	TBD
Intercholastic Sports					
A. Wrestling Coaches					
Head Coach	1	\$3,316.51	\$3,343.04	TBD	TBD
Assistant Coach	1	\$2,487.38	\$2,507.28	TBD	TBD
B. Basketball Coaches					
7th Grade Boys	1	\$3,150.68	\$3,175.88	TBD	TBD
7th Grade Girls	1	\$3,150.68	\$3,175.88	TBD	TBD
8th Grade Boys	1	\$3,150.68	\$3,175.88	TBD	TBD
8th Grade Girls	1	\$3,150.68	\$3,175.88	TBD	TBD
C. Volleyball Coaches					
7th Grade Boys	1	\$3,150.68	\$3,175.88	TBD	TBD
7th Grade Girls	1	\$3,150.68	\$3,175.88	TBD	TBD
8th Grade Boys	1	\$3,150.68	\$3,175.88	TBD	TBD
8th Grade Girls	1	\$3,150.68	\$3,175.88	TBD	TBD
D. Track Coaches					
Girls Head Coach	1	\$3,150.68	\$3,175.88	TBD	TBD
Boys Head Coach	1	\$3,150.68	\$3,175.88	TBD	TBD
Girls Assistant Coach	2	\$2,321.55	\$2,340.12	TBD	TBD
Boys Assistant Coach	2	\$2,321.55	\$2,340.12	TBD	TBD
E. Cross Country Coaches					
Girls Head Coach	1	\$3,150.68	\$3,175.88	TBD	TBD
Boys Head Coach	1	\$3,150.68	\$3,175.88	TBD	TBD
Girls Assistant Coach	1	\$2,321.55	\$2,340.12	TBD	TBD
Boys Assistant Coach	1	\$2,321.55	\$2,340.12	TBD	TBD
F. Pom Pon Sponsor	2	\$2,321.55	\$2,340.12	TBD	TBD
Elementary Intramurals					
Sullivan	1	\$2,321.55	\$2,340.12	TBD	TBD
Ross	0.5	\$1,160.78	\$1,170.07	TBD	TBD
MacArthur Intramurals					
Badminton	1	\$596.97	\$601.74	TBD	TBD
Boys Basketball	1	\$596.97	\$601.74	TBD	TBD
Girls Basketball	1	\$596.97	\$601.74	TBD	TBD
Co-Ed Bowling	2	\$596.97	\$601.74	TBD	TBD
Co-Ed Floor Hockey	1	\$596.97	\$601.74	TBD	TBD
Boys Soccer	1	\$596.97	\$601.74	TBD	TBD
Girls Soccer	1	\$596.97	\$601.74	TBD	TBD
Softball	1	\$596.97	\$601.74	TBD	TBD
Tumbling	1	\$596.97	\$601.74	TBD	TBD
Co-Ed Volleyball	1	\$596.97	\$601.74	TBD	TBD
Fall Tennis	1	\$596.97	\$601.74	TBD	TBD
Spring Tennis	1	\$596.97	\$601.74	TBD	TBD

<u>Activity</u>	<u>Number of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
MacArthur Club Sponsors					
Video Club	1	\$829.13	\$835.76	TBD	TBD
Computer Club	1	\$829.13	\$835.76	TBD	TBD
Ecology Club	1	\$596.97	\$601.74	TBD	TBD
Literary Magazine Club	1	\$829.13	\$835.76	TBD	TBD
Art Club	1	\$994.95	\$1,002.91	TBD	TBD
Woodworking I Club	1	\$994.95	\$1,002.91	TBD	TBD
Woodworking II Club	1	\$994.95	\$1,002.91	TBD	TBD
MacArthur Activity Sponsors					
Fitness/Health	1	\$596.97	\$601.74	TBD	TBD
Dance	1	\$596.97	\$601.74	TBD	TBD
Talent Show	1	\$994.95	\$1,002.91	TBD	TBD
Science Showcase	2	\$596.97	\$601.74	TBD	TBD
Art Show	1	\$994.95	\$1,002.91	TBD	TBD
MacArthur Student Senate Sponsor					
	2	\$1,658.25	\$1,671.51	TBD	TBD
MacArthur PALS Program					
	1	\$2,321.55	\$2,340.12	TBD	TBD
MacArthur Yearbook					
Advisor	1	\$3,150.68	\$3,175.88	TBD	TBD
Assistant Advisor	1	\$1,492.43	\$1,504.37	TBD	TBD
Mac Newspaper Sponsor (5 issues)					
	1	\$1,492.43	\$1,504.37	TBD	TBD
Band Directors					
Middle School	1	\$3,150.68	\$3,175.88	TBD	TBD
Elementary	1	\$2,653.20	\$2,674.42	TBD	TBD
Orchestra Director					
	1	\$3,150.68	\$3,175.88	TBD	TBD
Choral Director					
	1	\$1,824.08	\$1,838.67	TBD	TBD
MacArthur School Production					
Director	1	\$3,150.68	\$3,175.88	TBD	TBD
Assistant Director	1	\$2,321.55	\$2,340.12	TBD	TBD
Scenery Director	1	\$994.95	\$1,002.91	TBD	TBD
Stage Manager/Props & Costumes	1	\$994.95	\$1,002.91	TBD	TBD
Sound and Light	1	\$994.95	\$1,002.91	TBD	TBD
Set Construction	1	\$994.95	\$1,002.91	TBD	TBD
Recital Night					
Accompanist	1	\$431.15	\$434.60	TBD	TBD
Director	1	\$265.32	\$267.44	TBD	TBD
Elementary Chorus Night					
	1	\$265.32	\$267.44	TBD	TBD
Sullivan School Play					
Directors	2	\$2,984.85	\$3,008.73	TBD	TBD
Set Design	2	\$829.13	\$835.76	TBD	TBD
Accompanist	1	\$829.13	\$835.76	TBD	TBD
Elementary Homework Club					
3rd Grade	2	\$1,160.78	\$1,170.07	TBD	TBD
4th Grade	2	\$1,160.78	\$1,170.07	TBD	TBD
5th Grade	2	\$1,160.78	\$1,170.07	TBD	TBD
Elementary After School Computer Lab/Library Supervision					
Sullivan	1	\$2,321.55	\$2,340.12	TBD	TBD
School Website Facilitators					
Eisenhower	1	\$2,155.73	\$2,172.97	TBD	TBD
Ross	1	\$2,155.73	\$2,172.97	TBD	TBD
Sullivan	1	\$2,155.73	\$2,172.97	TBD	TBD
MacArthur	1	\$2,155.73	\$2,172.97	TBD	TBD

<u>Activity</u>	<u>Number of Positions</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Additional Positions					
Ross	1X	\$1,000.00	\$1,008.00	TBD	TBD
Sullivan	1X	\$1,000.00	\$1,008.00	TBD	TBD
Eisenhower	1X	\$1,000.00	\$1,008.00	TBD	TBD

APPENDIX B

- TABLE A: Table A is to be used for individuals that were employed at the BA educational enhancement level for the 2014-15 school year or hired after the 2015-16 school year at the BA educational enhancement level. These individuals shall remain on Table A for the duration of the 2015-19 negotiated agreement.
- TABLE B: Table B is to be used for individuals that were employed at the BA+12 educational enhancement level for the 2014-15 school year or hired after the 2015-16 school year at the BA+12 educational enhancement level. These individuals shall remain on Table B for the duration of the 2015-19 negotiated agreement.
- TABLE C: Table C is to be used for individuals that were employed at the BA+24 educational enhancement level for the 2014-15 school year or hired after the 2015-16 school year at the BA+24 educational enhancement level. These individuals shall remain on Table C for the duration of the 2015-19 negotiated agreement.
- TABLE D: Table D is to be used for individuals that were employed at the MA educational enhancement level for the 2014-15 school year or hired after the 2015-16 school year at the MA educational enhancement level. These individuals shall remain on Table D for the duration of the 2015-19 negotiated agreement.
- TABLE E: Table E is to be used for individuals that were employed at the MA+15 educational enhancement level for the 2014-15 school year or hired after the 2015-16 school year at the MA+15 educational enhancement level. These individuals shall remain on Table E for the duration of the 2015-19 negotiated agreement.
- TABLE F: Table F is to be used for individuals that were employed at the MA+30 educational enhancement level for the 2014-15 school year or hired after the 2015-16 school year at the MA+30 educational enhancement level. These individuals shall remain on Table F for the duration of the 2015-19 negotiated agreement.

Table A

2015-16	BA	BA+12	BA+24	MA	MA+15	MA+30		2016-17	BA	BA+12	BA+24	MA	MA+15	MA+30
1	\$42,446							1	\$42,786					
2	\$43,387	\$44,689	\$46,029	\$48,101	\$49,544	\$51,030		2	\$43,932	\$45,250	\$46,607	\$48,705	\$50,166	\$51,671
3	\$44,891	\$46,238	\$47,625	\$49,768	\$51,261	\$52,799		3	\$44,906	\$46,253	\$47,641	\$49,785	\$51,278	\$52,816
4	\$46,013	\$47,393	\$48,815	\$51,012	\$52,542	\$54,118		4	\$46,462	\$47,856	\$49,292	\$51,510	\$53,055	\$54,647
5	\$47,136	\$48,550	\$50,007	\$52,257	\$53,825	\$55,439		5	\$47,623	\$49,052	\$50,523	\$52,797	\$54,381	\$56,012
6	\$48,483	\$49,937	\$51,436	\$53,750	\$55,363	\$57,024		6	\$48,786	\$50,250	\$51,757	\$54,086	\$55,709	\$57,380
7	\$49,830	\$51,325	\$52,865	\$55,244	\$56,901	\$58,608		7	\$50,180	\$51,685	\$53,236	\$55,632	\$57,301	\$59,020
8	\$51,177	\$52,712	\$54,294	\$56,737	\$58,439	\$60,192		8	\$51,574	\$53,121	\$54,715	\$57,177	\$58,892	\$60,659
9	\$52,747	\$54,329	\$55,959	\$58,477	\$60,232	\$62,039		9	\$52,968	\$54,557	\$56,194	\$58,722	\$60,484	\$62,299
10	\$54,329	\$55,959	\$57,638	\$60,231	\$62,038	\$63,899		10	\$54,593	\$56,231	\$57,918	\$60,524	\$62,340	\$64,210
11	\$56,114	\$57,797	\$59,531	\$62,210	\$64,077	\$65,999		11	\$56,231	\$57,918	\$59,655	\$62,340	\$64,210	\$66,136
12	\$57,910	\$59,647	\$61,437	\$64,201	\$66,127	\$68,111		12	\$58,078	\$59,820	\$61,615	\$64,388	\$66,319	\$68,309
13	\$59,706	\$61,497	\$63,342	\$66,192	\$68,178	\$70,224		13	\$59,937	\$61,735	\$63,587	\$66,449	\$68,442	\$70,495
14	\$61,502	\$63,347	\$65,247	\$68,184	\$70,229	\$72,336		14	\$61,796	\$63,650	\$65,559	\$68,510	\$70,565	\$72,682
15	\$63,746	\$65,658	\$67,628	\$70,671	\$72,792	\$74,975		15	\$63,654	\$65,564	\$67,531	\$70,569	\$72,686	\$74,867
16	\$65,990	\$67,970	\$70,009	\$73,159	\$75,354	\$77,615		16	\$65,977	\$67,956	\$69,995	\$73,145	\$75,339	\$77,599
17				\$76,466	\$78,760	\$81,122						\$75,720	\$77,991	\$80,331
18				\$78,560	\$80,917	\$83,344						\$79,142	\$81,516	\$83,962
19				\$81,479	\$83,923	\$86,441						\$81,310	\$83,749	\$86,262
20				\$84,396	\$86,928	\$89,536						\$84,331	\$86,861	\$89,467

ON

Table A (continued)

	2017-18	BA	BA+12	BA+24	MA	MA+15	MA+30		2018-19	BA	BA+12	BA+24	MA	MA+15	MA+30
1	TBA								1	TBA					
2	\$44,176	\$45,501	\$46,866	\$48,975	\$50,445	\$51,958			2	TBA	TBA	TBA	TBA	TBA	TBA
3	\$45,359	\$46,720	\$48,121	\$50,287	\$51,795	\$53,349			3	\$45,833	\$47,208	\$48,624	\$50,812	\$52,337	\$53,907
4	\$46,365	\$47,756	\$49,189	\$51,402	\$52,944	\$54,533			4	\$47,060	\$48,472	\$49,926	\$52,173	\$53,738	\$55,350
5	\$47,972	\$49,411	\$50,893	\$53,184	\$54,779	\$56,423			5	\$48,104	\$49,547	\$51,034	\$53,330	\$54,930	\$56,578
6	\$49,171	\$50,646	\$52,166	\$54,513	\$56,148	\$57,833			6	\$49,771	\$51,264	\$52,802	\$55,178	\$56,833	\$58,538
7	\$50,371	\$51,882	\$53,439	\$55,843	\$57,519	\$59,244			7	\$51,015	\$52,545	\$54,122	\$56,557	\$58,254	\$60,002
8	\$51,810	\$53,364	\$54,965	\$57,439	\$59,162	\$60,937			8	\$52,260	\$53,828	\$55,443	\$57,938	\$59,676	\$61,466
9	\$53,251	\$54,849	\$56,494	\$59,036	\$60,807	\$62,632			9	\$53,753	\$55,366	\$57,027	\$59,593	\$61,381	\$63,222
10	\$54,690	\$56,331	\$58,021	\$60,632	\$62,450	\$64,324			10	\$55,247	\$56,904	\$58,612	\$61,249	\$63,087	\$64,979
11	\$56,367	\$58,058	\$59,800	\$62,491	\$64,365	\$66,296			11	\$56,740	\$58,442	\$60,195	\$62,904	\$64,791	\$66,735
12	\$58,058	\$59,800	\$61,594	\$64,365	\$66,296	\$68,285			12	\$58,481	\$60,235	\$62,042	\$64,834	\$66,779	\$68,783
13	\$59,966	\$61,765	\$63,618	\$66,481	\$68,475	\$70,529			13	\$60,235	\$62,042	\$63,903	\$66,779	\$68,782	\$70,846
14	\$61,884	\$63,741	\$65,653	\$68,607	\$70,665	\$72,785			14	\$62,215	\$64,081	\$66,004	\$68,974	\$71,043	\$73,175
15	\$63,804	\$65,718	\$67,690	\$70,736	\$72,858	\$75,044			15	\$64,205	\$66,131	\$68,115	\$71,180	\$73,316	\$75,515
16	\$65,723	\$67,695	\$69,726	\$72,863	\$75,049	\$77,301			16	\$66,197	\$68,183	\$70,228	\$73,389	\$75,590	\$77,858
17				\$75,522	\$77,788	\$80,121			17				\$75,596	\$77,863	\$80,199
18				\$78,181	\$80,526	\$82,942			18				\$78,354	\$80,705	\$83,126
19				\$81,714	\$84,165	\$86,690			19				\$81,112	\$83,546	\$86,052
20				\$83,952	\$86,471	\$89,065			20				\$84,778	\$87,322	\$89,941

Table B

2015-16	BA+12	BA+24	MA	MA+15	MA+30	2016-17	BA+12	BA+24	MA	MA+15	MA+30
1	\$43,938					1	\$44,290				
2	\$44,912	\$46,259	\$48,341	\$49,791	\$51,285	2	\$45,476	\$46,840	\$48,948	\$50,417	\$51,929
3	\$46,013	\$47,393	\$49,526	\$51,012	\$52,542	3	\$46,484	\$47,879	\$50,033	\$51,534	\$53,080
4	\$47,136	\$48,550	\$50,735	\$52,257	\$53,825	4	\$47,623	\$49,052	\$51,259	\$52,797	\$54,381
5	\$48,483	\$49,937	\$52,185	\$53,750	\$55,363	5	\$48,786	\$50,250	\$52,511	\$54,086	\$55,709
6	\$49,830	\$51,325	\$53,635	\$55,244	\$56,901	6	\$50,180	\$51,685	\$54,011	\$55,632	\$57,301
7	\$51,177	\$52,712	\$55,084	\$56,737	\$58,439	7	\$51,574	\$53,121	\$55,512	\$57,177	\$58,892
8	\$52,747	\$54,329	\$56,774	\$58,477	\$60,232	8	\$52,968	\$54,557	\$57,012	\$58,722	\$60,484
9	\$54,319	\$55,949	\$58,466	\$60,220	\$62,027	9	\$54,593	\$56,231	\$58,761	\$60,524	\$62,340
10	\$56,114	\$57,797	\$60,398	\$62,210	\$64,077	10	\$56,220	\$57,907	\$60,512	\$62,328	\$64,198
11	\$57,910	\$59,647	\$62,331	\$64,201	\$66,127	11	\$58,078	\$59,820	\$62,512	\$64,388	\$66,319
12	\$59,706	\$61,497	\$64,265	\$66,192	\$68,178	12	\$59,937	\$61,735	\$64,513	\$66,449	\$68,442
13	\$61,502	\$63,347	\$66,198	\$68,184	\$70,229	13	\$61,796	\$63,650	\$66,514	\$68,510	\$70,565
14	\$63,746	\$65,658	\$68,613	\$70,671	\$72,792	14	\$63,654	\$65,564	\$68,514	\$70,569	\$72,686
15	\$65,990	\$67,970	\$71,028	\$73,159	\$75,354	15	\$65,977	\$67,956	\$71,014	\$73,145	\$75,339
16	\$68,236	\$70,283	\$73,446	\$75,649	\$77,919	16	\$68,300	\$70,349	\$73,515	\$75,720	\$77,992
17			\$76,466	\$78,760	\$81,122	17			\$76,016	\$78,297	\$80,646
18			\$78,560	\$80,917	\$83,344	18			\$79,142	\$81,516	\$83,962
19			\$81,479	\$83,923	\$86,441	19			\$81,310	\$83,749	\$86,262
20			\$84,396	\$86,928	\$89,536	20			\$84,331	\$86,861	\$89,467

Table B (continued)

2017-18	BA+12	BA+24	MA	MA+15	MA+30	2018-19	BA+12	BA+24	MA	MA+15	MA+30
1	TBA					1	TBA				
2	\$45,729	\$47,101	\$49,220	\$50,697	\$52,218	2	TBA	TBA	TBA	TBA	TBA
3	\$46,954	\$48,363	\$50,539	\$52,055	\$53,617	3	\$47,444	\$48,867	\$51,066	\$52,598	\$54,176
4	\$47,995	\$49,435	\$51,659	\$53,209	\$54,805	4	\$48,715	\$50,176	\$52,434	\$54,007	\$55,628
5	\$49,171	\$50,646	\$52,925	\$54,513	\$56,148	5	\$49,795	\$51,289	\$53,597	\$55,205	\$56,861
6	\$50,371	\$51,882	\$54,217	\$55,843	\$57,519	6	\$51,015	\$52,545	\$54,910	\$56,557	\$58,254
7	\$51,810	\$53,364	\$55,766	\$57,439	\$59,162	7	\$52,260	\$53,828	\$56,250	\$57,938	\$59,676
8	\$53,251	\$54,849	\$57,317	\$59,036	\$60,807	8	\$53,753	\$55,366	\$57,857	\$59,593	\$61,381
9	\$54,690	\$56,331	\$58,866	\$60,632	\$62,450	9	\$55,247	\$56,904	\$59,465	\$61,249	\$63,087
10	\$56,367	\$58,058	\$60,671	\$62,491	\$64,365	10	\$56,740	\$58,442	\$61,072	\$62,904	\$64,791
11	\$58,047	\$59,788	\$62,479	\$64,353	\$66,284	11	\$58,481	\$60,235	\$62,946	\$64,834	\$66,779
12	\$59,966	\$61,765	\$64,544	\$66,481	\$68,475	12	\$60,224	\$62,031	\$64,822	\$66,767	\$68,770
13	\$61,884	\$63,741	\$66,609	\$68,607	\$70,665	13	\$62,215	\$64,081	\$66,965	\$68,974	\$71,043
14	\$63,804	\$65,718	\$68,675	\$70,736	\$72,858	14	\$64,205	\$66,131	\$69,107	\$71,180	\$73,316
15	\$65,723	\$67,695	\$70,741	\$72,863	\$75,049	15	\$66,197	\$68,183	\$71,251	\$73,389	\$75,590
16	\$68,121	\$70,165	\$73,322	\$75,522	\$77,787	16	\$68,188	\$70,234	\$73,394	\$75,596	\$77,864
17			\$75,904	\$78,181	\$80,526	17			\$76,072	\$78,354	\$80,704
18			\$78,487	\$80,842	\$83,267	18			\$78,750	\$81,113	\$83,546
19			\$81,714	\$84,165	\$86,690	19			\$81,430	\$83,873	\$86,389
20			\$83,952	\$86,471	\$89,065	20			\$84,778	\$87,322	\$89,941

Table C

2015-16	BA+24	MA	MA+15	MA+30	2016-17	BA+24	MA	MA+15	MA+30
1	\$45,011				1	\$45,371			
2	\$46,008	\$48,078	\$49,521	\$51,006	2	\$46,586	\$48,682	\$50,143	\$51,647
3	\$47,136	\$49,257	\$50,735	\$52,257	3	\$47,619	\$49,762	\$51,255	\$52,792
4	\$48,483	\$50,665	\$52,185	\$53,750	4	\$48,786	\$50,981	\$52,511	\$54,086
5	\$49,830	\$52,072	\$53,635	\$55,244	5	\$50,180	\$52,438	\$54,011	\$55,632
6	\$51,177	\$53,480	\$55,084	\$56,737	6	\$51,574	\$53,895	\$55,512	\$57,177
7	\$52,747	\$55,121	\$56,774	\$58,477	7	\$52,968	\$55,352	\$57,012	\$58,722
8	\$54,319	\$56,763	\$58,466	\$60,220	8	\$54,593	\$57,050	\$58,761	\$60,524
9	\$56,114	\$58,639	\$60,398	\$62,210	9	\$56,220	\$58,750	\$60,512	\$62,328
10	\$57,910	\$60,516	\$62,331	\$64,201	10	\$58,078	\$60,692	\$62,512	\$64,388
11	\$59,706	\$62,393	\$64,265	\$66,192	11	\$59,937	\$62,634	\$64,513	\$66,449
12	\$61,502	\$64,270	\$66,198	\$68,184	12	\$61,796	\$64,577	\$66,514	\$68,510
13	\$63,746	\$66,615	\$68,613	\$70,671	13	\$63,654	\$66,518	\$68,514	\$70,569
14	\$65,990	\$68,960	\$71,028	\$73,159	14	\$65,977	\$68,946	\$71,014	\$73,145
15	\$68,236	\$71,307	\$73,446	\$75,649	15	\$68,300	\$71,374	\$73,515	\$75,720
16	\$70,481	\$73,653	\$75,862	\$78,138	16	\$70,624	\$73,802	\$76,016	\$78,297
17		\$76,466	\$78,760	\$81,122	17		\$76,230	\$78,517	\$80,873
18		\$78,560	\$80,917	\$83,344	18		\$79,142	\$81,516	\$83,962
19		\$81,479	\$83,923	\$86,441	19		\$81,310	\$83,749	\$86,262
20		\$84,396	\$86,928	\$89,536	20		\$84,331	\$86,861	\$89,467

Table C (continued)

2017-18	BA+24	MA	MA+15	MA+30	2018-19	BA+24	MA	MA+15	MA+30
1	TBA				1	TBA			
2	\$46,845	\$48,953	\$50,422	\$51,934	2	TBA	TBA	TBA	TBA
3	\$48,100	\$50,265	\$51,772	\$53,326	3	\$48,602	\$50,789	\$52,313	\$53,882
4	\$49,166	\$51,378	\$52,920	\$54,507	4	\$49,904	\$52,150	\$53,714	\$55,326
5	\$50,371	\$52,638	\$54,217	\$55,843	5	\$51,010	\$53,305	\$54,905	\$56,552
6	\$51,810	\$54,141	\$55,766	\$57,439	6	\$52,260	\$54,612	\$56,250	\$57,938
7	\$53,251	\$55,647	\$57,317	\$59,036	7	\$53,753	\$56,172	\$57,857	\$59,593
8	\$54,690	\$57,151	\$58,866	\$60,632	8	\$55,247	\$57,733	\$59,465	\$61,249
9	\$56,367	\$58,904	\$60,671	\$62,491	9	\$56,740	\$59,293	\$61,072	\$62,904
10	\$58,047	\$60,659	\$62,479	\$64,353	10	\$58,481	\$61,113	\$62,946	\$64,834
11	\$59,966	\$62,664	\$64,544	\$66,481	11	\$60,224	\$62,934	\$64,822	\$66,767
12	\$61,884	\$64,669	\$66,609	\$68,607	12	\$62,215	\$65,015	\$66,965	\$68,974
13	\$63,804	\$66,675	\$68,675	\$70,736	13	\$64,205	\$67,094	\$69,107	\$71,180
14	\$65,723	\$68,681	\$70,741	\$72,863	14	\$66,197	\$69,176	\$71,251	\$73,389
15	\$68,121	\$71,186	\$73,322	\$75,522	15	\$68,188	\$71,256	\$73,394	\$75,596
16	\$70,520	\$73,693	\$75,904	\$78,181	16	\$70,676	\$73,856	\$76,072	\$78,354
17		\$76,201	\$78,487	\$80,841	17		\$76,457	\$78,751	\$81,113
18		\$78,708	\$81,069	\$83,501	18		\$79,058	\$81,430	\$83,873
19		\$81,714	\$84,165	\$86,690	19		\$81,660	\$84,109	\$86,633
20		\$83,952	\$86,471	\$89,065	20		\$84,778	\$87,322	\$89,941

Table D

2015-16	MA	MA+15	MA+30	2016-17	MA	MA+15	MA+30
1	\$46,296			1	\$46,666		
2	\$47,323	\$48,743	\$50,205	2	\$47,916	\$49,353	\$50,834
3	\$48,482	\$49,936	\$51,435	3	\$48,979	\$50,448	\$51,962
4	\$49,830	\$51,325	\$52,865	4	\$50,179	\$51,684	\$53,235
5	\$51,177	\$52,712	\$54,294	5	\$51,574	\$53,121	\$54,715
6	\$52,747	\$54,329	\$55,959	6	\$52,968	\$54,557	\$56,194
7	\$54,319	\$55,949	\$57,627	7	\$54,593	\$56,231	\$57,918
8	\$56,114	\$57,797	\$59,531	8	\$56,220	\$57,907	\$59,644
9	\$57,910	\$59,647	\$61,437	9	\$58,078	\$59,820	\$61,615
10	\$59,706	\$61,497	\$63,342	10	\$59,937	\$61,735	\$63,587
11	\$61,502	\$63,347	\$65,247	11	\$61,796	\$63,650	\$65,559
12	\$63,746	\$65,658	\$67,628	12	\$63,654	\$65,564	\$67,531
13	\$65,990	\$67,970	\$70,009	13	\$65,977	\$67,956	\$69,995
14	\$68,236	\$70,283	\$72,392	14	\$68,300	\$70,349	\$72,459
15	\$70,480	\$72,594	\$74,772	15	\$70,624	\$72,743	\$74,925
16	\$73,173	\$75,368	\$77,629	16	\$72,947	\$75,135	\$77,389
17	\$75,867	\$78,143	\$80,487	17	\$75,734	\$78,006	\$80,346
18	\$78,560	\$80,917	\$83,344	18	\$78,522	\$80,878	\$83,304
19	\$81,479	\$83,923	\$86,441	19	\$81,310	\$83,749	\$86,262
20	\$84,396	\$86,928	\$89,536	20	\$84,331	\$86,861	\$89,467

Table D (continued)

2017-18	MA	MA+15	MA+30	2018-19	MA	MA+15	MA+30
1	TBA			1	TBA		
2	\$48,183	\$49,628	\$51,117	2	TBA	TBA	TBA
3	\$49,474	\$50,958	\$52,487	3	\$49,990	\$51,490	\$53,034
4	\$50,571	\$52,088	\$53,651	4	\$51,329	\$52,869	\$54,455
5	\$51,810	\$53,364	\$54,965	5	\$52,467	\$54,041	\$55,662
6	\$53,251	\$54,849	\$56,494	6	\$53,753	\$55,366	\$57,027
7	\$54,690	\$56,331	\$58,021	7	\$55,247	\$56,904	\$58,612
8	\$56,367	\$58,058	\$59,800	8	\$56,740	\$58,442	\$60,195
9	\$58,047	\$59,788	\$61,582	9	\$58,481	\$60,235	\$62,042
10	\$59,966	\$61,765	\$63,618	10	\$60,224	\$62,031	\$63,892
11	\$61,884	\$63,741	\$65,653	11	\$62,215	\$64,081	\$66,004
12	\$63,804	\$65,718	\$67,690	12	\$64,205	\$66,131	\$68,115
13	\$65,723	\$67,695	\$69,726	13	\$66,197	\$68,183	\$70,228
14	\$68,121	\$70,165	\$72,270	14	\$68,188	\$70,234	\$72,341
15	\$70,520	\$72,636	\$74,815	15	\$70,676	\$72,796	\$74,980
16	\$72,919	\$75,107	\$77,360	16	\$73,164	\$75,359	\$77,620
17	\$75,318	\$77,578	\$79,905	17	\$75,653	\$77,923	\$80,260
18	\$78,195	\$80,541	\$82,957	18	\$78,142	\$80,486	\$82,901
19	\$81,074	\$83,506	\$86,011	19	\$81,128	\$83,562	\$86,069
20	\$83,952	\$86,471	\$89,065	20	\$84,115	\$86,638	\$89,238

Table E

2015-16			2016-17			2017-18			2018-19		
	MA+15	MA+30		MA+15	MA+30		MA+15	MA+30		MA+15	MA+30
1	\$47,583		1	\$47,964		1	TBA		1	TBA	
2	\$48,638	\$50,097	2	\$49,248	\$50,725	2	\$49,522	\$51,008	2	TBA	TBA
3	\$49,830	\$51,325	3	\$50,341	\$51,851	3	\$50,849	\$52,374	3	\$51,380	\$52,921
4	\$51,177	\$52,712	4	\$51,574	\$53,121	4	\$51,977	\$53,536	4	\$52,756	\$54,339
5	\$52,747	\$54,329	5	\$52,968	\$54,557	5	\$53,251	\$54,849	5	\$53,926	\$55,544
6	\$54,319	\$55,949	6	\$54,593	\$56,231	6	\$54,690	\$56,331	6	\$55,247	\$56,904
7	\$56,114	\$57,797	7	\$56,220	\$57,907	7	\$56,367	\$58,058	7	\$56,740	\$58,442
8	\$57,910	\$59,647	8	\$58,078	\$59,820	8	\$58,047	\$59,788	8	\$58,481	\$60,235
9	\$59,706	\$61,497	9	\$59,937	\$61,735	9	\$59,966	\$61,765	9	\$60,224	\$62,031
10	\$61,502	\$63,347	10	\$61,796	\$63,650	10	\$61,884	\$63,741	10	\$62,215	\$64,081
11	\$63,747	\$65,659	11	\$63,654	\$65,564	11	\$63,804	\$65,718	11	\$64,205	\$66,131
12	\$65,990	\$67,970	12	\$65,978	\$67,957	12	\$65,723	\$67,695	12	\$66,197	\$68,183
13	\$68,236	\$70,283	13	\$68,300	\$70,349	13	\$68,122	\$70,166	13	\$68,188	\$70,234
14	\$70,480	\$72,594	14	\$70,624	\$72,743	14	\$70,520	\$72,636	14	\$70,677	\$72,797
15	\$73,173	\$75,368	15	\$72,947	\$75,135	15	\$72,919	\$75,107	15	\$73,164	\$75,359
16	\$75,867	\$78,143	16	\$75,734	\$78,006	16	\$75,318	\$77,578	16	\$75,653	\$77,923
17	\$78,560	\$80,917	17	\$78,522	\$80,878	17	\$78,195	\$80,541	17	\$78,142	\$80,486
18	\$81,479	\$83,923	18	\$81,310	\$83,749	18	\$81,074	\$83,506	18	\$81,128	\$83,562
19	\$84,396	\$86,928	19	\$84,331	\$86,861	19	\$83,952	\$86,471	19	\$84,115	\$86,638
20	\$87,315	\$89,934	20	\$87,350	\$89,971	20	\$87,071	\$89,683	20	\$87,101	\$89,714

Table F

2015-16	MA+30	2016-17	MA+30	2017-18	MA+30	2018-19	MA+30
1	\$48,869	1	\$49,260	1	TBA	1	TBA
2	\$49,953	2	\$50,579	2	\$50,861	2	TBA
3	\$51,177	3	\$51,701	3	\$52,223	3	\$52,768
4	\$52,747	4	\$52,968	4	\$53,381	4	\$54,182
5	\$54,319	5	\$54,593	5	\$54,690	5	\$55,383
6	\$56,114	6	\$56,220	6	\$56,367	6	\$56,740
7	\$57,910	7	\$58,078	7	\$58,047	7	\$58,481
8	\$59,706	8	\$59,937	8	\$59,966	8	\$60,224
9	\$61,502	9	\$61,796	9	\$61,884	9	\$62,215
10	\$63,747	10	\$63,654	10	\$63,804	10	\$64,205
11	\$65,990	11	\$65,978	11	\$65,723	11	\$66,197
12	\$68,235	12	\$68,300	12	\$68,122	12	\$68,188
13	\$70,481	13	\$70,623	13	\$70,520	13	\$70,677
14	\$73,173	14	\$72,948	14	\$72,918	14	\$73,164
15	\$75,867	15	\$75,734	15	\$75,318	15	\$75,653
16	\$78,561	16	\$78,522	16	\$78,195	16	\$78,143
17	\$81,479	17	\$81,311	17	\$81,074	17	\$81,128
18	\$84,396	18	\$84,331	18	\$83,953	18	\$84,115
19	\$87,315	19	\$87,350	19	\$87,071	19	\$87,101
20	\$90,233	20	\$90,371	20	\$90,189	20	\$90,337

**LABOR CONTRACT AND
WORKING AGREEMENT**

(Rules and Regulations)

BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23

AND

LOCAL NO. 73
SERVICE EMPLOYEES INTERNATIONAL UNION
AFL-CIO

For the period July 1, 2016 - June 30, 2020

Effective July 1, 2016

PREAMBLE

WHEREAS, the Board and Union have endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting the Board's relations with its employees insofar as such practices are appropriate to the obligation of the Board to retain the right to operate the School District in a responsible and efficient manner and are consonant with the paramount interest of the public and the students in the school system.

WHEREAS, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the Board and the School District by the statutes of the State of Illinois.

AND WHEREAS, it is the intention of the parties to this agreement to provide, where not otherwise mandated by statutes, for the salary structure, fringe benefits of the employees covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of the school district, and to provide an orderly and prompt method of handling and processing grievances.

NOW THEREFORE, the parties agree as follows

ARTICLE 1 – RECOGNITION

The employer recognizes Local No. 73, Service Employees International Union, AFL-CIO, as the sole and exclusive bargaining representative for all custodial and maintenance employees. This statement does not exclude any employee from voluntary union membership. No employee, either orally or in writing, shall enter into any agreement or arrangement that is contrary to, or conflicting with, the terms and conditions of this Agreement.

ARTICLE 2 - AGENCY SHOP

1. It is recognized that the negotiations and administration of this Contract shall entail expenses, which appropriately are shared by all custodial employees who are beneficiaries of said Contract. To this end, if a custodian does not join the Union, having completed the three (3) month probation period, such custodian will:
 - a. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration, measured by the amount of dues required by members; or
 - b. Pay directly to the Union a like sum. In any event, the money shall be handled in the same manner as in Section 1 (a).

2. In the event such an authorization is not signed or such direct payment is not made within thirty (30) days following the commencement of employment of the custodian or the effective date of this Contract, whichever is later, the Board shall deduct the Agency Fee in equal payments of eighteen (18) from the regular salary check of the custodian, beginning with the seventh salary check.
3. The Union agrees to indemnify and save the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of Section 2 above, including reimbursement for any legal fees or expenses incurred in connection therewith.
4. The Board agrees to promptly notify the Union in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement the provisions of Section 2 above and, if the union so requests in writing, to surrender claims, demands, suits or other forms of liability.

ARTICLE 3 - UNION SECURITY AND DUES CHECK-OFF

1. Whereas union membership is not mandatory, membership applications provide for maintenance of membership for the duration of the Agreement or one year, whichever is shorter, and all applications and/or revocations shall be processed by the Union office. The Employer agrees to deduct union dues uniformly required for membership in the Union, upon processing of individual authorizations for dues check-off and will remit once monthly the sum total of dues to SEIU, Local No. 73. The Union shall notify the Business Office of the School District as to the amount of dues; the Union shall refund to the Board or to the Employee any dues which may be deducted erroneously or any monies which may be remitted erroneously to the Union.
2. The District will notify the Union Steward of any employee hired into a position covered by the Custodial Union collective bargaining agreement within fifteen (15) days of the employee being hired. At the District's discretion, the Union will be permitted up to fifteen (15) minutes to orientate new employees into the Union upon completion of the required ninety (90) day probationary period. The orientation session will be permitted within fifteen (15) days of the new employee completing the probationary period. The orientation session shall be scheduled prior to or after the shift of the new employee and will be coordinated with the Director of Buildings and Grounds.
3. The District shall provide the Union Steward with a seniority list no more than once every six (6) months upon request by the Union Steward. The list will provide the most current contact information for each employee so long as the Union, or the employee, provides notice from the employee that such information may be disclosed. Information to be disclosed includes the employee's address, phone number and email address if such information is on file with the District.

ARTICLE 4 – INDEMNIFICATION

The Union agrees to indemnify and hold the Board harmless against any and all claims, suits, orders or judgments against the Board resulting from any action taken or not taken by the Board pursuant to any written communication from the Union under the provisions of Article 2.

ARTICLE 5 - NON DISCRIMINATION

1. Neither the Board nor the Union shall discriminate against any employee on the basis of sex, race, color, creed, age or national origin.
2. There shall be no discrimination against any employee for union activity or functioning as a steward, committee member or other union official post.
3. All relationships between the employer and employee shall be conducted in a professional manner and with mutual respect.

ARTICLE 6 - MANAGEMENT RIGHTS

The Board shall retain all rights to management of the property and buildings and direction of the work force, subject to this Agreement and the grievance procedure contained herein.

ARTICLE 7 - GRIEVANCE PROCEDURE

1. Any attempt shall be made to resolve any grievance in informal verbal discussion between complainant and his or her immediate supervisor.
2. If a grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing and at a mutually agreeable time, discuss the matter with the principal. The written grievance should state the nature of the grievance, should note the specific clause or clauses of the Agreement allegedly violated, and should state the remedy requested. The filing of the grievance at the second step must be within ten (10) days from the date of the occurrence of the event-giving rise to the grievance. The principal or other administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the employee and the Superintendent within ten (10) days of the filing of the grievance.
3. In the event a grievance has not been satisfactorily resolved at Step 2, the aggrieved employee shall file, within ten (10) school days of receipt of the principal's written decision a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved, a representative of the aggrieved, as may be desired, the Principal and the Superintendent, or his designee, shall file an Answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee, the principal and the Union.

4. If the grievance cannot be settled at the third step, the aggrieved, acting independently or through the Union, shall present a written brief on the grievance to the Board, which may also include a request for an oral hearing. The brief should be sent to the President of the Board of Education by certified mail, no later than thirty (30) days following receipt of the Superintendent's written reply as outlined in Step 3. If the aggrieved, acting independently or through the Union, fails to submit, a written brief within thirty (30) days, the grievance shall be considered withdrawn and cannot be pursued henceforth from that date.
 - a. Upon receipt of the written brief, the Board will consider the grievance at its next regularly scheduled Board meeting. If the aggrieved, acting independently or through the Union, does not wish to have an oral hearing, the Board will issue a written statement concerning its decision regarding the grievance. This statement will be mailed to the aggrieved and the Union, if appropriate, by certified letter within thirty (30) days following the Board's formal deliberations.
 - b. If the aggrieved, acting independently or through the Union, formally requests an oral hearing, the full Board or a Board sub-committee shall grant an oral hearing within thirty (30) days after receipt of the written brief. The Board will mail a written statement concerning its decision by certified mail to the aggrieved and the Union, if appropriate, no later than thirty (30) days following the oral hearing.
5. Within thirty (30) school days following the decision of the Board of Education in Step 4, the union may file a demand for arbitration with the American Arbitration Association. The outside arbitrator, if necessary, shall be selected by mutual agreement or from a list of five names provided by the American Arbitration Association. By lot or other mutually agreed random method, one party will be selected to strike first one name followed by one name stricken by the other party, this process repeated until only one name remains. This person shall be selected as the outside arbitrator. The arbitrator's decision shall be final and binding upon the parties.
 - a. The arbitrator shall have no power to alter, amend, modify or add to the terms of this agreement.
 - b. The Union and the Board shall share the cost of the arbitration equally. Every effort will be made to process grievances and conduct arbitrations during non-working hours.
 - c. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the proceedings, they may, at their own expense, provide it.

ARTICLE 8 - DISCIPLINARY PROCEDURES

Probationary Employees:

If a probationary employee is disciplined or terminated such action shall not be subject to the grievance procedure.

Continuing Employees:

Non-probationary employees shall not be disciplined without just cause. From time to time it may be necessary to initiate disciplinary action against an employee due to failure to meet expectations or unsatisfactory work performance. The Union steward shall be notified in advance of any disciplinary meetings.

Disciplinary action shall be progressive in nature and, where possible, designated to assist the employee in correcting the problem, which led to the action. Disciplinary action may include oral warning, written warning, suspension and termination. The disciplinary procedure for continuing employees is subject to the grievance procedure.

ARTICLE 9- WORK HOURS AND OVERTIME

1. The workweek shall consist of five (5) consecutive days, Monday through Friday.
2. The workday for the day shift shall consist of eight (8) consecutive hours, exclusive of a one-half hour lunch period. The workday for the night shift shall consist of eight (8) consecutive hours with a paid one-half hour lunch period.
3. Hours worked in addition to the normal workday or in addition to the normal workweek shall be considered overtime and authorized by Administration or its delegate. The rate of pay for overtime in excess of eight (8) hours in one day, forty (40) hours per week, and Saturday, as such, Sundays and holidays, shall be time and one-half.
4. Assigning the employees on a rotational basis shall equalize overtime. The work shall not be mandatory, but if refused, shall count in the rotation as if it had been worked. This shall not apply where special skills are required. A system will be established by the Administration for overtime determination.
5. The Board will permit rest periods in the amount of fifteen (15) minutes for each four (4) hours worked (normally after two hours of work, and in the middle of the remaining four (4) hours), or reasonable portion thereof, for relaxation and relief from fatigue. Particular jobs, which entail extraordinary need for cleaning up will entitle an employee to additional clean-up time as needed.
6. Time and one-half will be paid on snow days worked, when all schools are closed and teachers are not in attendance, over and above the regular eight-hour day.
7. A minimum of overtime of two (2) hours will be paid at time and one-half at any time a custodial employee or maintenance personnel come in on a call-in. This does not deal with time immediately after or preceding the normal workday.
8. Two (2) hours overtime will be paid on an Election Day when a custodial employee works beyond the regular hours due to an Election Day.

ARTICLE 10 – SENIORITY

1. Seniority is length of service from date of hire. Upon successful completion of the probationary period of ninety (90) calendar days, seniority shall revert to date of hire. During the probationary period, accrued time (sick, vacation and holiday) will not be paid. Upon completion of the probationary period all accrued time will be retroactively applied and paid.
2. Seniority shall apply in all cases to an increase or decrease in the working force and transfers from one shift to another, providing the applicant is properly qualified. Positions will be classified by building and shift (day or night). Building assignments within the shifts will be designated by administration and will not be done for arbitrary or disciplinary reasons.
3. When vacancies occur or new positions are created, the job shall be posted so that all employees may know of the opening for five (5) days. A permanent employee shall be selected to fill the job within ten (10) days, unless it can be shown that no qualified applicant is available. To show qualification, a formal test may be required. The successful bidder shall be given a training period of ninety (90) days. The training period will be established by the Administration and if appropriate, in-house or external training sources will be used. If unable to qualify within that time, said employee shall be returned to his or her former job and pay rate. During the ninety (90) day training period, he or she shall receive the rate of pay for the new job.
4. In consultation with the Union Stewart, a job description shall be developed for each covered position and distributed to the employee in that position.

ARTICLE 11 - EARLY RETIREMENT INCENTIVE

Prior to reaching the mandatory age (70), a District #23 service employee, SEIU Local 73, may elect to participate in the I.M.E.R.F. Early Retirement Program if adopted by Board resolution.

1. To be eligible, the service employee must have completed at least twenty (20) years of full-time employment in District #23, must be at least fifty-five (55) years of age. The employee must notify the business administrator, in writing, of his / her intention to participate in the E.R.I Program in accordance with the I.M.E.R.F. early retirement regulations.
2. Participants will be allowed to enroll in hospitalization insurance coverage and life insurance coverage for which they are eligible until age 65 or the retiree becomes Medicare eligible. The retiree will be responsible for the full amount of the premium applicable to the particular coverage.

ARTICLE 12 - INJURY ON THE JOB

1. Employees shall receive full pay at their regular salary for work absence arising from injury incurred while in the course of employment without deduction from accumulated sick leave, for the first thirty (30) days of such absence.
2. Workmen's Compensation payments shall be endorsed to the payment of the School District and submitted to the Business Office for the first thirty (30) days of such absence.
3. Following thirty (30) days, the injured employee shall retain Workmen's Compensation payment in addition to disability payments under the I.M.R.F., if eligible.
4. Such injured employees shall be retained to the seniority list of the School District for as long as desired by the employee, and not less than the total number of years of seniority accrued by the employee.

ARTICLE 13 - LEAVE

1. Sick Leave
 - a. All custodial employees will be allowed fourteen (14) days of absence per year for illness without loss of salary. Legal holidays will not be counted as days absent. Sick leave shall be accumulative to two hundred and forty days (240). Sick leave is not available to extend vacations or holidays.
 - b. The Employer may request a doctor's authorization to return to work after three (3) consecutive work days missed due to illness or injury however, when sick leave is used in conjunction with a paid holiday or vacation the Employer may request a doctors authorization after one (1) day missed due to illness or injury.
2. Personal Leave

The annual personal leave shall be two (2) days per year. At the end of each year, each unused personal day will be accumulated as one (1) sick day. Personal leave is not available to extend vacations or holidays. In no case will said days be used during any form of work stoppage.
3. At the discretion of the District, a custodial employee(s) can be sent to professional development opportunities for a total of two (2) days for the entire Custodial Union. Such professional development, whether the request of the Union, employee or District, must be deemed to be developmentally appropriate for the employee and beneficial to the District.

ARTICLE 14 – UNIFORMS

The School District will provide uniforms and rubber boots for custodial employees, with input from the union representative, as follows: 3 shirts and 3 pair of pants yearly; 1 jacket every 2 years; and 1 pair of rubber boots every 2 years per building to be left on the premises. No less than every two (2) years, the District will provide an opportunity for employees to select a pair of appropriate footwear from a District selection of work boots/shoes at the expense of the District. Uniforms must be worn when working. At the request of an employee, the District will provide one (1) weight belt to the requesting employee. The District will replace weight belts that our no longer suitable for use based upon normal wear and tear.

ARTICLE 15 - FUNERAL ABSENCE

In the event of a funeral in the immediate family, time may be taken off for up to and including the day of the funeral with a maximum of three (3) work days with pay, without time having to be made up or taken off sick leave, after which time, if additional leave is necessary, time may be taken off from sick leave or vacation as the employee elects. "IMMEDIATE FAMILY" shall be defined in accordance with school policy. Immediate family, in the event of death, shall include spouse, brothers, sisters, parents, children, parents-in-law, grandparents and grandchildren. Also included are step-parents, step-brothers, step-sisters, step-children, half brothers, half sisters, brothers and sisters-in-law.

ARTICLE 16 - NO STRIKE PLEDGE

During the period of this Agreement, the Union will not engage in a strike or concerted work stoppage, or other refusal to render full and complete service to the School District. The School District will not lock out an employee from his work assignment.

ARTICLE 17 – INSURANCE

1. Life Insurance
 - a. A group life insurance policy shall apply to all employees providing life insurance coverage for the employee in the amount of \$25,000 with the Board paying full cost of the Premium.
 - b. When the teacher's contract is negotiated, this contract will change accordingly in terms of Life Insurance Benefits.
2. Medical Insurance
 - a. An insurance program providing for hospitalization, dental, surgical and medical, including major medical benefits shall be provided each employee.

- b. The terms and cost to the employee for health and dental insurance will be the same as that paid by the teacher's group. When the teacher's contract is renegotiated, this contract will change accordingly in terms of Health, Dental Insurance Benefits. The employees shall be notified in a timely manner of any such changes in the health and dental insurance benefits.
3. Hepatitis B inoculations shall be provided by the Board. All participation shall be voluntary.

ARTICLE 18 - PAID HOLIDAYS

1. The following paid holidays will be observed for all employees covered by this Agreement: Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, December 24th, Christmas Day, December 31st, New Years Day, Presidents Birthday, Good Friday, Memorial Day, Martin Luther King's Birthday, and any day approved by the Board of Education as a holiday. If a holiday is a school day and students are in attendance the custodial employees shall work this day and another day will be substituted as a day off by the Administration unless prior approval for a different day off is requested by the employee and approved by the Administration.
2. When any of the above holidays fall on a weekend, the last scheduled workday shall be observed as a paid holiday, unless school is in session, in which event, the holiday shall be celebrated at a mutually acceptable time.
3. The hours paid for the holiday not worked shall be counted as a working day in computing overtime. To be paid for the Holiday the employee must work the last scheduled day before and first scheduled day after unless on an authorized paid leave.

ARTICLE 19 – WAGES

1. The starting rates for New Custodians effective July 1, 2016 are:
\$15.00 per hour for ALL custodians
2. Custodial raises will be calculated as follows for each year of the Agreement:

2016-17: Custodians will receive an increase of 3.75% for the 1st year of the four year contract.

2017-18: Custodians will receive an increase of 3.50% for the 2nd year of the four year contract.

2018-19: Custodians will receive an increase of 3.50% for the 3rd year of the four year contract.

2019-20: Custodians will receive an increase of 3.75% for the 4th year of the four year contract.

3. 2016-17: A Night Custodian will receive an additional increase for the 1st year of the four year contract of 0.50% increase in his/her per hour rate.

2017-18: A Night Custodian will receive an additional increase for the 2nd year of the four year contract of 0.50% increase in his/her per hour rate.

2018-19: A Night Custodian will receive an additional increase for the 3rd year of the four year contract of 0.50% increase in his/her per hour rate.

The differential increase for night custodians sunsets as of the end of the 2018-19 contract year.

4. All deductions from employee's wages and contributions by the Board are payable to the I.M.R.F., as fixed by law. Complete information may be secured from the Business Office.

ARTICLE 20- VACATION

1. Vacation time will be accrued as follows:
 - a. Ten (10) days for custodians employed up to four (4) years in the District.
 - b. Fifteen (15) days for custodians employed for more than four (4) years but less than nine (9) years in the District .
 - c. Twenty (20) days for custodians employed for nine (9) or more years in the District.
2. Custodians will begin to accrue vacation time upon completion of the probationary period required by this Agreement.
3. Vacation time will be earned and accrued on a prorated, monthly basis.
4. Vacation is to be taken in the year it is accrued unless approval to do otherwise is received. A maximum of ten (10) vacation days may be carried over to the next fiscal year. Vacations must be scheduled in advance in writing and be approved by administration.
5. The District reserves the right to limit the amount of employees on vacation at a given time based on workload and staffing requirements.

ARTICLE 21 - DURATION / TERMINATION

This Agreement shall be in effect from the date of execution hereof, July 1, 2016 through June 30, 2020, and from year to year thereafter unless either party gives written notice on or before April 1, 2020, or on or before any March 1 thereafter, of its desire to modify or terminate this Agreement.

If such notice is given, the party initiating the reopening of negotiations shall submit to the second party on or before April 25, 2020 or any April 15th thereafter, a list of those items proposed for negotiation. Not later than April 30, 2020, or any April 30th thereafter, the second party shall submit to the first party a list of its proposals for negotiations, and shall commence on or about April 30, 2020 or any April thereafter.

This agreement is signed this 10th day of August, 2016

Mari-Lynn Peters
District 23 Representative

Elied Medina
Union Representative

Mari-Lynn Peters
Name

ELIED MEDINA
Name

President Board of Education
Title

TRUSTEE
Title

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Chris Alms

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$79,954

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

A handwritten signature in black ink, appearing to read 'DW', is written over a horizontal line.

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Don Angelaccio

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$144,830

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Craig Curtis

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$107,682

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Micheal DeBartolo

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$123,310

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Luke Lambatos

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$123,988

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION: _____

A handwritten signature in black ink, appearing to read 'DW', is written over a horizontal line.

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Steve Lee

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$131,833

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Traci Meziere

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$102,983

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

Debra A. Wilson, Ed.D.
Superintendent



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE
Phone (847) 870-3850
Fax: (847) 870-3896

EISENHOWER SCHOOL
Phone (847) 870-3875
Fax: (847) 870-3877

BETSY ROSS SCHOOL
Phone (847) 870-3868
Fax: (847) 870-3898

ANNE SULLIVAN SCHOOL
Phone (847) 870-3865
Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL
Phone (847) 870-3879
Fax: (847) 870-3881

June 16, 2016

Brian Rominski
75 Flynn Court
North Aurora, IL 60542

Dear Brian:

Congratulations on your employment as the Director of Buildings and Grounds for District 23. The Board of Education ratified your employment at the June 15, 2016 Regular Meeting, with an annual salary of \$95,000. Your employment will begin on August 1, 2016. Because the district is on a fiscal year from July 1 to June 30 of each year, your salary will be pro-rated from August 1, 2016 to June 30, 2017 resulting in an actual salary amount of \$86,961 for fiscal year 2017.

You will receive full benefits allotted for this position, which begin on your first day of employment. Your health insurance premiums will be at the monthly rate of other 12-month employees in the administration center. Again, because of the district fiscal year, your sick, personal, and vacation day benefits have been pro-rated for the 11 months of FY 2017 that you will work. For this period you will receive 14 sick days, 2.5 personal days, and 18.5 vacation days, available for use. Then on July 1, 2017 you will be awarded the annual amounts of 15 sick days, 3 personal days, and 20 vacation days. You will be paid at your per diem for any work that you complete in July of 2016.

We are extremely pleased to have you as a member of the District 23 faculty. May I wish you the very best of success and satisfaction as you proceed. We are certain that you will make a most significant contribution to the growth and education of our students.

Sincerely,

Debra A. Wilson, Ed.D.
Superintendent

Enc: Administrative Employee Benefit sheet

c: Personnel file

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Chrys Sroka

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$102,983

TITLE CHANGE: Director of Special Education

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Maria Stavropoulos

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$96,300

TITLE CHANGE: Director of Technology

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

A handwritten signature in black ink, appearing to read 'DW', is written over a horizontal line.

Debra A. Wilson, Ed.D.
Superintendent

**SCHOOL DISTRICT 23
PROSPECT HEIGHTS, IL**



NOTIFICATION OF ANNUAL SALARY

NAME: Debra Wilson

SCHOOL YEAR: 2016-2017

DATE OF THIS NOTICE: June 24, 2016

DATE SALARY ADOPTED: June 15, 2016

DATE SALARY EFFECTIVE: July 1, 2016 through June 30, 2017

INSURANCE: Board pays 95% of full premium for single or dependent insurance coverage

SALARY: \$204,721

The Board of Education and I thank you for another year of dedicated service to our school district. We both want you to know that we appreciate your teamwork and continual support of the Board, administration, faculty and staff.

AUTHORIZATION:

A handwritten signature in black ink, appearing to be 'D. Wilson', written over a horizontal line.

Debra A. Wilson, Ed.D.
Superintendent

PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23

SUPERINTENDENT'S CONTRACT

2013 - 2018

THIS CONTRACT between the BOARD OF EDUCATION, PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23, COOK COUNTY, ILLINOIS (the "BOARD"), and DR. DEBRA A. WILSON ("SUPERINTENDENT") is effective July 1, 2013 and has been approved by the BOARD at its meeting held on April 2, 2014.

This Agreement constitutes a successor administrative performance based employment contract entered into during the term of an existing, predecessor administrative performance based employment contract. In accordance with the provision in 105 ILCS 5/10-23.8 of The Illinois School Code, the Superintendent and Board confirm and acknowledge that the Superintendent has met the goals and indicators of student performance and academic achievement, as stated in the original, predecessor contract.

IT IS AGREED:

1. **EMPLOYMENT** – The SUPERINTENDENT is hereby hired and retained from July 1, 2013 through and including June 30, 2018, and, as it may be later agreed to by the parties, thereafter, as Superintendent of Schools and Chief Executive Officer of the School District.

2. **DUTIES** – The duties and responsibilities of the SUPERINTENDENT will be those incidental to the Office of the Superintendent of Schools, those set forth in the job description (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals attached to this CONTRACT, those obligations imposed by the laws of the State of Illinois upon the SUPERINTENDENT, and to perform other professional duties customarily performed by a Superintendent of Schools as from time to time may be assigned to the SUPERINTENDENT by the BOARD. The SUPERINTENDENT will have charge of the administration of the School District under the policies of the BOARD. She will direct and assign, place and transfer all employees, and will organize and administer the affairs of the School District as best serves the School District consistent with Board Policy. She will from time to time suggest policies and procedures deemed necessary for the well-ordering of the School District. The BOARD reserves

the right to reassign the SUPERINTENDENT to different administrative duties from time to time during the term of this CONTRACT, without a loss of pay.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** – This CONTRACT is a performance-based contract. The SUPERINTENDENT will address and fulfill the Superintendent Performance Goals attached hereto, which the parties mutually agree are goals which are linked to student performance and academic improvement within the schools of the District. The SUPERINTENDENT’S attainment of these goals will be evaluated no later than April 1 of each school year as set forth in Paragraph 22. The BOARD and the SUPERINTENDENT will then cooperatively develop subsequent annual student performance and academic improvement goals and append them to this CONTRACT by May 31 of each school year.

4. **SALARY** –The SUPERINTENDENT will be paid an annual base salary of One Hundred Eighty Two Thousand Dollars (\$182,000.00) for the 2013-2014 school year. Salary increases for the 2013-2014 through the 2017-2018 school years will be determined as follows:

Guaranteed Increase – The SUPERINTENDENT’S base salary will increase on July 1 by the Consumer Price Index for All Urban Consumers, measured by the prior year’s increase from January 1 to December 31 plus three percent (3%).

In no event may the base salary increase percentages described in sections 4 above, exceed 6%.

In consideration of the annual base salaries described herein the SUPERINTENDENT agrees to devote such time, skill, labor and attention to her employment, during the term of this CONTRACT, in order to faithfully perform the duties of Superintendent of Schools. Salary will be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this CONTRACT, and other amounts required by law. The BOARD retains the right to adjust the annual salary, and/or fringe benefits of the SUPERINTENDENT during the term of this CONTRACT, and thereafter, provided that any salary, and/or fringe benefits adjustment(s) will not be lower than the annual salary, and fringe benefits paid by the BOARD as stated in this CONTRACT. Any adjustment in salary and fringe benefits made during the life of this CONTRACT will be in writing and will become a part of this CONTRACT; provided, however, that it will not be considered that the BOARD has entered into a new CONTRACT with the SUPERINTENDENT nor that the termination date of this CONTRACT has been in any way extended.

5. **DEFERRED COMPENSATION** – The SUPERINTENDENT may, at her option, elect to take a reduction in her current compensation, or forego a portion of any increase to the compensation paid to her under this CONTRACT, and have those amount(s) contributed by the BOARD on her behalf to a tax sheltered annuity qualified under Section 403(b) of the *Internal Revenue Code of 1986* (the “Code”), as amended. The amount contributed by the

BOARD will not exceed an amount equal to the maximum allowable contribution under the Code. This provision is intended to be a Salary Reduction Contract as defined by the Code.

6. **POST RETIREMENT BENEFIT** – If the SUPERINTENDENT completes the entire term of this CONTRACT and retires under the provisions of the Illinois Teachers' Retirement System, the SUPERINTENDENT will be paid Twenty Five Thousand Dollars (\$25,000.00) in a lump sum payable as a post retirement benefit. This payment will not be due, owing, or payable until after the SUPERINTENDENT'S retirement into the program of the Illinois Teachers' Retirement System and after the SUPERINTENDENT'S receipt of her final paycheck for regular earnings. This benefit will not be available to the SUPERINTENDENT in the event she retires under any program requiring a penalty or payment by the BOARD.

7 **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the gross salary paid to the SUPERINTENDENT by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the SUPERINTENDENT'S behalf, the SUPERINTENDENT'S entire contribution to the Illinois Teachers' Retirement System ("TRS"), pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the SUPERINTENDENT'S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The SUPERINTENDENT will have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from TRS. The SUPERINTENDENT does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid by the BOARD to TRS. These contributions are made as a condition of the SUPERINTENDENT'S employment for her future service, knowledge and experience.

8. **TEACHERS' HEALTH INSURANCE SECURITY FUND CONTRIBUTION** – The BOARD will pick up and pay on the SUPERINTENDENT'S behalf, the SUPERINTENDENT'S entire retirement contribution to the Teachers' Health Insurance Security ("THIS") fund. The BOARD will remit this contribution to the Illinois Teachers' Retirement System ("TRS") as the THIS fund's collection agent.

9 **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** – The BOARD will provide and pay ninety-five percent (95%) of the premiums for hospitalization, major medical and dental insurance for the SUPERINTENDENT, and her spouse (as defined by the contract of insurance then in effect) during the term of this CONTRACT, in accordance with the basic insurance coverage provided to certificated members of the professional staff.

10. **TERM LIFE INSURANCE** – The BOARD will provide the SUPERINTENDENT with a term life insurance policy providing coverage in the face amount of Two Hundred Fifty Thousand Dollars (\$250,000.00). The SUPERINTENDENT shall retain the right to designate the beneficiary or beneficiaries of the life insurance policy.

11. **MEDICAL EXAMINATION** – The SUPERINTENDENT will annually have a physical examination, the cost of which will be paid by the BOARD. A letter from the physician certifying the fitness of the SUPERINTENDENT and identifying any significant risk factors will be provided to the President of the BOARD. For the duration of this CONTRACT, the BOARD reserves the right to direct the SUPERINTENDENT to an examining physician at the expense of the BOARD for a medical report if, in its judgment, there are circumstances which warrant a verification of either the physical or psychological competence of the SUPERINTENDENT. The reports from both the initial examination and any later examination may be shared by the President of the BOARD with the other members but will otherwise be maintained in confidence.

12. **SICK LEAVE** – The SUPERINTENDENT will receive annual sick leave commensurate with the amount of sick leave provided to full-time certificated teaching employees with the same length of service pursuant to the terms of the collective bargaining agreement between the BOARD and the Prospect Heights Education Association.

13. **VACATION** – The SUPERINTENDENT will receive twenty (20) paid work days of vacation annually, exclusive of weekends and legal holidays and she will not be charged for vacation if the central office is closed. All annual vacation will be deemed to have been earned on July 1 of each year of this CONTRACT. Vacation will be taken within twelve (12) months of the date in which it is earned and will not be cumulative; however, vacation days may be carried over with the approval of the BOARD. The parties expressly acknowledge and agree that this period of time provides the SUPERINTENDENT with a reasonable opportunity to take the unused vacation days. By executing this CONTRACT, the SUPERINTENDENT acknowledges and agrees that she has received notice of this provision. Vacation may not be taken in periods of time in excess of five (5) consecutive calendar days, unless mutually agreed upon by the Board President and the SUPERINTENDENT.

14. **BUSINESS EXPENSES** – It is anticipated and agreed that the SUPERINTENDENT will be required to incur certain personal expenses for the official business of the District. As such, the BOARD agrees to reimburse the SUPERINTENDENT for any such expenses, incurred by her on behalf of the BOARD, subject, however, to the SUPERINTENDENT'S substantiation and the BOARD'S approval of such expenses.

15. **CELLULAR PHONE DATA PLAN** – The SUPERINTENDENT will purchase and maintain a cellular telephone for business use at her own expense. The SUPERINTENDENT, upon proper substantiation, will be reimbursed for the monthly cost of the data plan for her cellular phone.

16. **MEMBERSHIP DUES** – The SUPERINTENDENT, upon proper substantiation, will be reimbursed for all dues and membership fees for those professional and civic organizations to which she belongs with prior BOARD approval.

17. **OTHER BENEFITS** – The SUPERINTENDENT will be entitled to such other non-TRS creditable benefits as are presently or may later be available to other administrative

personnel. In no way will such other benefits reduce the benefits described herein for the SUPERINTENDENT.

18. **OTHER WORK** – With the prior agreement of the BOARD, the SUPERINTENDENT may undertake consultation work, speaking engagements, writing, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work will not interfere in a material and substantial manner with the SUPERINTENDENT'S obligations set forth in this CONTRACT and are performed during non-duty times such as holidays or vacation days.

19. **PROFESSIONAL ACTIVITIES** – The SUPERINTENDENT will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the BOARD, the costs of attendance will be paid by the BOARD.

20. **BACKGROUND INVESTIGATION** – The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit certain criminal or drug offenses. If a subsequent investigation report reveals that there has been a prohibited conviction, this CONTRACT will immediately become null and void.

21. **CERTIFICATE** – The SUPERINTENDENT will furnish to the BOARD, at the start of this CONTRACT and during the term of this CONTRACT, a valid, appropriate, and properly registered license to act as Superintendent of Schools, in accordance with the laws of the State of Illinois and as directed by the BOARD.

22. **EVALUATION** – At least annually, but not later than April 1 of each school year, the BOARD will review the SUPERINTENDENT'S progress toward established goals, attainment of the student performance and academic improvement goals attached to this CONTRACT and working relationships with the BOARD, the staff and the community and will provide the SUPERINTENDENT with a written summary of that review. Failure of the BOARD to complete an evaluation does not preclude dismissal or non-renewal of this CONTRACT.

23. **WAIVER OF TENURE** – By accepting the terms of this CONTRACT, the SUPERINTENDENT waives all rights of tenure granted under the *Illinois School Code* during the term of this CONTRACT.

24. **TERMINATION OF CONTRACT** – This CONTRACT may be terminated by:
- A. Mutual agreement of the parties.
 - B. Retirement.

- C. Resignation, provided, however, the SUPERINTENDENT gives the BOARD at least ninety (90) days written notice of the proposed resignation.
- D. The SUPERINTENDENT'S permanent disability or incapacity, at any time after the SUPERINTENDENT (1) has exhausted her accumulated sick leave or has been absent from her employment for a continuous period of six (6) months, whichever is longer, or (2) presents to the BOARD a physician's statement certifying that she is permanently disabled or incapacitated. All obligations of the BOARD will cease upon written notice of termination for permanent disability or incapacity, provided that the SUPERINTENDENT will be entitled to a hearing before the BOARD if she so requests. The BOARD reserves the right to require the SUPERINTENDENT to submit to a medical examination, either physical or mental, whenever the BOARD deems the SUPERINTENDENT disabled. Such examination will be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the BOARD.
- E. Discharge for Cause. Discharge for cause will constitute conduct which is detrimental to the best interests of the School District; including but not limited to neglect of duty, incompetency, immorality, insubordination or breach of contract. Reasons for a proposed discharge for cause will be given in writing to the SUPERINTENDENT, and the SUPERINTENDENT will be entitled to appear before the BOARD in closed session to discuss the discharge. If the SUPERINTENDENT chooses to be accompanied by legal counsel, she will bear any costs involved.
- F. Failure to comply with the terms and conditions of this CONTRACT.

25. **EXTENSION OF CONTRACT-NON RENEWAL** – This CONTRACT will be reviewed by the BOARD and the SUPERINTENDENT on or before June 1 of each year, and may then be extended for a period of one (1) year beyond its termination date, upon such terms and conditions as may be mutually agreed to by the parties, and reduced to writing and signed by the parties.

Provided, however, notwithstanding anything contained in this CONTRACT to the contrary, this CONTRACT will not be extended or rolled-over prior to its scheduled expiration date (as stated in Section 1 of this CONTRACT) unless all of the student performance and academic improvement goals attached to this CONTRACT have been met.

26. **NOTICE** – Any notice or communication permitted or required under this CONTRACT will be in writing and will become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23
700 Schoenbeck Road
Prospect Heights, Illinois 60070

If to the SUPERINTENDENT, to:

DR. DEBRA A. WILSON
PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23
700 Schoenbeck Road
Prospect Heights, Illinois 60070

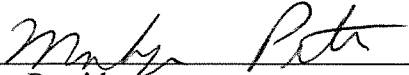
(or at the last address of the SUPERINTENDENT contained in official Business Office records of the District).

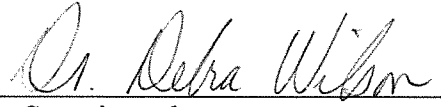
27. **MISCELLANEOUS**

- A. This CONTRACT has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this CONTRACT, the text will control.
- C. This CONTRACT may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This CONTRACT contains all the terms agreed upon by the parties with respect to the subject matter of this CONTRACT and supersedes all prior CONTRACTS, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. Both parties have had the opportunity to seek the advice of counsel.
- F. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this CONTRACT will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- G. The BOARD retains the right to repeal, change or modify any policies or procedures which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

- H. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed, and the remainder of this CONTRACT will continue to have its intended full force and effect.

BOARD OF EDUCATION, PROSPECT
HEIGHTS SCHOOL DISTRICT NO. 23,
COOK COUNTY, ILLINOIS

By: 
President


Superintendent

ATTEST:


Secretary

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RESIGNATION AGREEMENT AND GENERAL RELEASE

THIS RESIGNATION AGREEMENT AND GENERAL RELEASE is made and entered into on the dates hereinafter set forth by and between the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23, COOK COUNTY, ILLINOIS (the "BOARD"), SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 73 ("SEIU" or "UNION") and PETER NIKOLICH ("NIKOLICH"), collectively referred to as the "Parties".

WITNESSETH:

WHEREAS, NIKOLICH has been employed by the BOARD as a night custodian; and

WHEREAS, on January 14, 2015, the BOARD approved NIKOLICH'S termination effective January 14, 2015; and

WHEREAS, SEIU filed grievance number GV150166 ("GRIEVANCE"), under the collective bargaining agreement between the BOARD and SEIU, over the BOARD'S decision to discharge NIKOLICH and SEIU has sought to arbitrate the GRIEVANCE under that agreement; and

WHEREAS, the GRIEVANCE is set for hearing on October 19, 2015; and

WHEREAS, the Parties wish to resolve any and all disputes between them related to NIKOLICH'S employment and his discharge, and to provide NIKOLICH the opportunity to voluntarily resign his employment in accordance with the terms and conditions of this Agreement and General Release.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESAID RECITALS, THE FOLLOWING MUTUAL PROMISES AND COVENANTS, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES AGREE:

Section 1. Upon execution of this Resignation Agreement and General Release, NIKOLICH agrees to execute and deliver his voluntary and irrevocable resignation, effective as of January 14, 2015 (the "Resignation Date"), as an employee of the BOARD, which resignation letter is attached as Exhibit "A", and his resignation is accepted by the BOARD.

Section 2. By accepting NIKOLICH'S voluntary resignation, the BOARD rescinds its previous action to terminate NIKOLICH'S employment, said action taken on January 14, 2015. Upon the BOARD'S acceptance of his letter of resignation, NIKOLICH understands and agrees that he is knowingly and voluntarily releasing and waiving any and all of his rights to continued employment by the BOARD as of the Resignation Date, under any and all statutes, laws, and contracts.

Section 3. NIKOLICH agrees to refrain from applying for unemployment compensation and agrees to refrain from applying or reapplying for employment with the BOARD or its successors.

Section 4. The BOARD agrees to pay NIKOLICH, the sum of FOURTEEN THOUSAND AND NO/100 DOLLARS (\$14,000.00), less all applicable withholdings. The settlement check for the net sum will be delivered to the UNION for transmission to NIKOLICH. The BOARD will issue the appropriate IRS W-2 form to NIKOLICH for this amount.

Section 5. With respect to the BOARD'S responses to any future reference, background, or character checks or pre-employment inquiries concerning NIKOLICH following the execution of this Agreement, the BOARD's agents and employees shall refer the inquiry to the Superintendent who will respond only with NIKOLICH'S last position held, dates of employment, and last compensation rate.

Section 6. The UNION agrees to withdraw the GRIEVANCE, GV150166, which is currently set for arbitration on October 19, 2015.

Section 7. In consideration of the mutual promises and covenants contained herein, and

for other good and valuable consideration, the receipt of which is hereby acknowledged, and except as expressly provided herein, NIKOLICH fully and forever releases and discharges the BOARD, its members (individually and collectively), officers, agents, administrators, employees, insurers, and attorneys, and each and every one of them, whether acting as individuals in their personal capacity, or as governmental officials, and the BOARD fully and forever releases and discharges NIKOLICH of and from any and all claims, agreements, promises, obligations, damages (including, without limitations, special, compensatory, indirect and punitive damages), fees, attorneys' fees, costs and expenses, and actions or causes of action of every kind of nature, at law or equity, which NIKOLICH or the BOARD may now have or claim to have or which may hereinafter accrue, whether known or unknown, anticipated or unanticipated, asserted or which could have been asserted by reason of any act done or omitted to be done by any of them, as a result of any events, actions, omissions, transactions, discussions, communications, positions or statements previously occurring, taken or undertaken at any time prior to the date hereof, including, without limitation, all rights under the Constitution of the United States (including all amendments thereto) and the Constitution of the State of Illinois, the *Illinois School Code*, [105 ILCS 5/1-1 et seq.], any and all state and federal statutes, laws, and regulations, and any and all contracts (written, oral, or implied) with respect to continued employment, including but not limited to the *Illinois Human Rights Act*, 775 ILCS 5/1-101 et seq., *Section 504 of the Rehabilitation Act of 1973*, 29 U.S.C. 793 and 794, the *Age Discrimination in Employment Act*, 29 U.S.C. 621, et seq., *Title VII of the Civil Rights Act of 1964*, as amended, 29 U.S.C. 2000e, et seq., *the Civil Rights Act of 1991*, and *the Americans with Disabilities Act of 1990*, with respect to compensation, rights and benefits of any kind or nature whatsoever, and any and all claims which were asserted or could have been asserted arising or growing out of or in any manner connected with the relationships between NIKOLICH and the BOARD except as contemplated to be performed as express obligations

under this Agreement. IT IS THE INTENT OF NIKOLICH AND THE BOARD THAT THIS RELEASE SHALL BE A MUTUAL FULL AND FINAL GENERAL RELEASE, AS DESCRIBED ABOVE, AND THAT IT MAY NOT BE MODIFIED IN ANY MANNER. NIKOLICH and the BOARD further promise and agree never to institute or cause to be instituted any charge, suit, or action, at law, equity, or otherwise in any federal or state court, before any federal or state administrative agency or before any tribunal, public or private, relating to or arising from NIKOLICH'S employment relationship with the BOARD on or before the date this Resignation Agreement and Release is executed, except to enforce this Resignation Agreement and Release.

Section 8. NIKOLICH represents and warrants that he has had the opportunity to consult with counsel of his choice prior to executing this Agreement and does hereby knowingly and voluntarily relinquish and waive all legal and equitable remedies provided under the *Age Discrimination in Employment Act*, 29 U.S.C. 621, et seq., as amended. Further, notwithstanding the fact that NIKOLICH'S resignation is voluntary thereby obviating the applicability of the *Older Workers Benefit Protection Act*, 29 U.S.C. Secs. 621, 623, 626, and 630, as amended by Pub. L. 101-433, NIKOLICH nonetheless acknowledges that he is aware of and understands all rights and claims pursuant to said Act, including without limitation, the following:

- (a) That by virtue of entering this Agreement, NIKOLICH does not waive rights of claims that may arise after the date of execution of this Agreement; and
- (b) That NIKOLICH waives rights or claims under the Act only in exchange for consideration in addition to anything of value to which he already is entitled to arising out of his employment relationship with the BOARD; and
- (c) That NIKOLICH was provided twenty-one (21) days prior to the tender of his proffered resignation to consider his voluntary, unconditional and irrevocable decision to resign as an employee of the BOARD effective January 14, 2015; and
- (d) That for a period of at least seven (7) days following NIKOLICH'S execution of this Agreement, he has the right to revoke this Agreement.

In return for the monetary payments, promises, and other consideration provided herein, NIKOLICH

has agreed to and hereby waives the aforesaid twenty-one (21) day "consideration period". NIKOLICH hereby declares that his waiver of the "consideration period" and all other rights under the *Age Discrimination in Employment Act* is knowing and voluntary. NIKOLICH further agrees that any changes to this Agreement, whether material or immaterial, will not restart the running of the "consideration period".

Section 9. NIKOLICH hereby acknowledges that the UNION has provided full and fair representation to him throughout the grievance and settlement of this matter and in entering into this Agreement. NIKOLICH further acknowledges that he has been advised that the attorney for the UNION represents the UNION as a whole and does not represent individual members. NIKOLICH further acknowledges that the UNION has not and will not provide him with advice or representation concerning any private claims he may have, including claims that he is releasing by entering into this Agreement. NIKOLICH has further been advised by the UNION that he has the right to consult with an attorney of his choosing concerning any potential claims he may have or private claims he has pending before signing this Agreement.

Section 10. This Agreement sets forth all the promises, agreements, terms, conditions and understandings between the Parties relative to the subject matter hereof, and no other promises, agreements, or undertakings either oral or written, expressed or implied exist between the Parties.

Section 11. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by each of them.

Section 12. This Agreement shall be interpreted and enforced according to the statutes and case laws of the State of Illinois regardless of the later residence or domicile of any of the Parties. Any litigation regarding the enforcement of this agreement shall be brought in the state courts of Cook County, Illinois.

Section 13. The Parties signing this Agreement do hereby warrant and represent that they have read this Agreement, that they have had sufficient time to consider and comprehend the terms contained herein and consult counsel of their choice, that they understand the terms and provisions contained herein, that they are mentally competent and under no physical or mental disability that precludes them from understanding the nature and implications of this Agreement, and that they have voluntarily signed hereafter.


Section 14. Each party does hereby agree to execute any and all additional documents which may be necessary to effectuate the intent and purposes of this Agreement.

Section 15. This Agreement may be executed in duplicate counterparts each with the same force and effect as the original.

Section 16. This Agreement shall be binding upon the BOARD, its successors and assigns, and shall be binding upon NIKOLICH, his heirs, agents, attorneys, and assigns.

IN WITNESS WHEREOF, the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23, COOK COUNTY, ILLINOIS, SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 73, and PETER NIKOLICH, have each executed this Resignation Agreement and General Release in their respective names.

**BOARD OF EDUCATION OF PROSPECT
HEIGHTS SCHOOL DISTRICT 23,
COOK COUNTY, ILLINOIS**



President

Dated: 10/14/15



Secretary

Dated: 10/14/15

PETER NIKOLICH




Peter Nikolich

Dated: 9-16-15

SERVICE EMPLOYEES

~~INTERNATIONAL~~ UNION, LOCAL


Daniel Zapata

Dated: 9/16/15

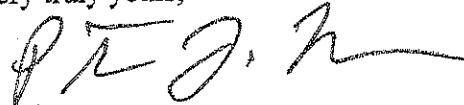
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EXHIBIT "A"

To: Board of Education of Prospect Heights School District 23

I hereby tender my voluntary and irrevocable resignation as an employee of the Board of Education of Prospect Heights School District 23, Cook County, Illinois, effective January 14, 2015.

Very truly yours,

A handwritten signature in black ink, appearing to read "Peter Nikolich", with a long horizontal flourish extending to the right.

Peter Nikolich

Dated: 9-16-15, 2015

Employee Name	Job Title	Gross Pay
Aburto Salgado, Jonathan F	Paraprofessional	\$1,474.90
Adams, Michelle J	EDP Director	\$9,012.48
Adams, Michelle J	Extra Duty - Lunch Room Supervision-IMRF	\$30.22
Adamski, Beth	Substitute	\$220.00
Akhteebo, Megan	ESY Teacher	\$1,966.80
Akhteebo, Megan	Extra Duty - Bus Supervision-TRS	\$64.43
Akhteebo, Megan	Supplemental - Non-Grant Funded Summer PD	\$120.00
Akhteebo, Megan	Supplemental - SPED Curric. & PD	\$60.00
Akhteebo, Megan	Supplemental - SPED Unique Curric.	\$240.00
Akhteebo, Megan	Supplemental - Summer Curriculum	\$570.00
Akhteebo, Megan	Teacher - SpEd	\$4,087.66
Alexander, David	Extra Duty - Bus Supervision-TRS	\$64.43
Alexander, David	Teacher - Grade 8	\$6,597.70
Alimissis, Pamela L	Substitute	\$330.00
Allen, Christina	Extra Duty - Bus Supervision-TRS	\$64.43
Allen, Christina	Extra Duty - Lunch Room Supervision-TRS	\$241.76
Allen, Christina	Teacher - SpEd	\$4,248.42
Alms, Christopher	Assistant Principal	\$19,988.52
Anderson, Cathryn	Executive Assistant/HR	\$21,338.28
Anderson, Gail	Librarian	\$7,782.58
Anderson, Gail	Supplemental - Summer Curriculum	\$270.00
Angelaccio, Donald	Assistant Superintendent Curriculum / Instruct	\$36,207.48
Aoraha, Jacklin	Supplemental - Lunch Supervisor	\$256.87
Argentine, Kelly L	Supplemental - Summer Curriculum	\$150.00
Argentine, Kelly L	Teacher - Grade 5	\$4,181.58
Atkinson, Mark	Extra Duty - A.M. Security-TRS	\$45.33
Atkinson, Mark	Stipend - MacAllies	\$50.14
Atkinson, Mark	Supplemental - Non-Grant Funded Summer PD	\$120.00
Atkinson, Mark	Teacher - Grade 7	\$4,065.42
Balla, Stacy	Extra Duty - Bus Supervision-TRS	\$125.07
Balla, Stacy	Extra Duty - Lunch Room Supervision-TRS	\$128.44
Balla, Stacy	Stipend - Team Leader	\$121.16
Balla, Stacy	Supplemental - Summer Curriculum	\$480.00
Balla, Stacy	Teacher - Kdg. Bilingual	\$4,181.58
Banas, Amy	Extra Duty - Lunch Room Supervision-TRS	\$45.33
Banas, Amy	Supplemental - Mentor Program	\$30.00
Banas, Amy	Supplemental - New Teacher Orientation	\$180.00
Banas, Amy	Supplemental - Non-Grant Funded Summer PD	\$120.00
Banas, Amy	Teacher - Tech. Integration (TIS)	\$4,839.84
Baran, Nicole A	Supplemental - Mentor Program	\$30.00
Baran, Nicole A	Supplemental - New Teacher Orientation	\$180.00
Baran, Nicole A	Teacher - Pre K	\$1,782.75
Baran, Nicole A	Teacher Aide - Special Ed	\$889.06
Barr, Michelle A	Supplemental - Committee, Prof. Development	\$60.00
Barr, Michelle A	Teacher Aide - Special Ed	\$1,778.08
Basile, Kim	Stipend - Yearbook Assistant	\$125.36
Basile, Kim	Supplemental - Summer Curriculum	\$120.00
Basile, Kim	Teacher - Grade 8	\$5,304.58
Bazan, Kevin	Teacher - Art MS	\$4,826.42

Bearwald, Kristen	Stipend - Team Leader	\$121.16
Bearwald, Kristen	Supplemental - Non-Grant Funded Summer PD	\$120.00
Bearwald, Kristen	Supplemental - Summer Curriculum	\$120.00
Bearwald, Kristen	Teacher - Grade 7	\$5,304.58
Becker, Michael	Extra Duty - Lunch Room Supervision-TRS	\$120.88
Becker, Michael	Teacher - PE MS	\$4,297.84
Bednar, Jacqueline	Supplemental - Summer Maintenance	\$1,128.20
Behun, Joseph	Stipend - Team Leader	\$121.16
Behun, Joseph	Supplemental - Non-Grant Funded Summer PD	\$120.00
Behun, Joseph	Teacher - Grade 8	\$4,839.84
Bennett, Inge	Supplemental - Non-Grant Funded Summer PD	\$120.00
Bennett, Inge	Teacher - Grade 2	\$6,775.84
Bertos, Ioannis	Network Manager	\$18,000.00
Betti, Brooke M	Substitute	\$110.00
Biagini, Gail	Extra Duty - Lunch Room Supervision-IMRF	\$241.76
Biagini, Gail	Supplemental - Hourly Substitute	\$152.28
Biagini, Gail	Supplemental - SPED Student Lunch Assistance	\$52.86
Biagini, Gail	Teacher Aide - Special Ed	\$1,050.56
Bierman, Beata	Supplemental - Lunch Supervisor	\$196.43
Birschbach, Jill	ESY Prog. Assistant	\$986.72
Birschbach, Jill	Teacher Aide - Special Ed	\$2,139.92
Blanco, Edwin S	Custodian	\$8,092.50
Blanco, Edwin S	Supplemental - Custodial Overtime	\$11.67
Blanco, Jose	Custodian	\$13,023.54
Blanco, Jose	Supplemental - Custodial Overtime	\$187.88
Blanco, Wilber	Custodian	\$9,974.64
Botwinski, Colin	Supplemental - Summer Maintenance	\$249.57
Bowman, Elizabeth	Substitute	\$220.00
Boyer, Crystalyn	Extra Duty - Lunch Room Supervision-TRS	\$256.87
Boyer, Crystalyn	Stipend - Choral Director (Elem)	\$68.66
Boyer, Crystalyn	Supplemental - Mentor Program	\$30.00
Boyer, Crystalyn	Supplemental - New Teacher Orientation	\$180.00
Boyer, Crystalyn	Supplemental - Non-Grant Funded Summer PD	\$120.00
Boyer, Crystalyn	Teacher - Music Elem.	\$2,722.18
Boyer, Jonathan	Stipend - Orchestra Director	\$264.66
Boyer, Jonathan	Supplemental - Mentor Program	\$30.00
Boyer, Jonathan	Supplemental - New Teacher Orientation	\$180.00
Boyer, Jonathan	Supplemental - Non-Grant Funded Summer PD	\$120.00
Boyer, Jonathan	Teacher - Music MS	\$3,742.16
Bozio, Alexandra	ESY Teacher	\$1,966.80
Bozio, Alexandra	Supplemental - SPED Curric. & PD	\$255.00
Bozio, Alexandra	Supplemental - Summer Curriculum	\$30.00
Brand, Kris	Nurse	\$4,523.26
Bratko, Tanya L	Physical Therapist	\$7,245.00
Broms, Marianne	Supplemental - Summer Curriculum	\$240.00
Broms, Marianne	Teacher - Grade 5	\$5,312.10
Broms, Michelle	ESY Prog. Assistant	\$986.72
Broms, Michelle	Office/Building Assistant	\$1,669.42
Broms, Michelle	Supplemental - Hours Over Regular	\$355.20
Brunner, Kim	Teacher - Grade 7	\$7,918.16

Brusso, Lisa	Supplemental - Committee, Prof. Development	\$60.00
Brusso, Lisa	Supplemental - Non-Grant Funded Summer PD	\$120.00
Brusso, Lisa	Supplemental - Summer Curriculum	\$300.00
Brusso, Lisa	Teacher - Grade 4	\$6,595.16
Busse, Jennifer	Substitute	\$55.00
Butts, Emily	Supplemental - Non-Grant Funded Summer PD	\$120.00
Butts, Emily	Teacher - Grade 3	\$3,854.42
Cabrera, Elizabeth	Substitute	\$110.00
Carlson, Lissa	Nurse	\$4,187.58
Caspari, Amy	Extra Duty - Bus Supervision-TRS	\$109.91
Caspari, Amy	Extra Duty - Lunch Room Supervision-TRS	\$226.65
Caspari, Amy	Supplemental - Title I Summer Program	\$1,350.00
Caspari, Amy	Teacher - Reading	\$7,918.16
Castronovo, Lindsey	ESY Speech Pathologist	\$730.80
Castronovo, Lindsey	Speech/Language Pathologist	\$4,181.58
Castronovo, Lindsey	Supplemental - SPED Professional Work	\$32.78
Casurella, LuAnn	Supplemental - Non-Grant Funded Summer PD	\$120.00
Casurella, LuAnn	Teacher - Grade 6	\$8,639.26
Cegielski, Eva	Extra Duty - Lunch Room Supervision-TRS	\$120.88
Cegielski, Eva	Supplemental - Mentor Program	\$30.00
Cegielski, Eva	Supplemental - New Teacher Orientation	\$180.00
Cegielski, Eva	Teacher - Grade 2	\$4,549.42
Chartouni, Nazera	Supplemental - Summer Curriculum	\$120.00
Chartouni, Nazera	Teacher - Grade 3	\$6,775.84
Chavez-Munoz, Juan	Custodian	\$11,628.06
Chavez-Munoz, Juan	Supplemental - Custodial Overtime	\$788.19
Ciorobitca, Malgorzata	Substitute	\$440.00
Cisneros, Jose	Supplemental - Non-Grant Funded Summer PD	\$120.00
Cisneros, Jose	Teacher - STEM	\$3,742.16
Closs, Ellen M	Substitute	\$55.00
Collins, Carolyn	Extra Duty - A.M. Security-IMRF	\$75.55
Collins, Carolyn	Extra Duty - Bus Supervision-IMRF	\$125.07
Collins, Carolyn	Teacher Aide - Special Ed	\$2,526.34
Cooney, Andrea	Supplemental - EDP Supervisor	\$361.20
Cooney, Andrea	Supplemental - Library Supervisor	\$209.86
Cooney, Nathan	Supplemental - EDP Supervisor	\$143.66
Crask, Debra	Teacher Aide - Special Ed	\$2,466.66
Curtis, Craig	Principal	\$26,920.50
Czarkowski, Lawrence	Teacher - Kdg.	\$6,078.92
Dahm, Patricia	Supplemental - EDP Supervisor	\$825.60
Daulton, Terry	Substitute	\$55.00
De Frenza, Anna	Supplemental - EDP Supervisor	\$44.56
De Frenza, Anna	Teacher Aide - Special Ed	\$1,081.66
DeBartolo, Micheal A	Business Manager	\$30,827.52
Derrico, Kristen	Teacher - Pre K	\$4,685.00
Dewar, Wendy	Substitute	\$1,155.00
Diaz, Michelle	Extra Duty - Lunch Room Supervision-IMRF	\$15.11
Diaz, Michelle	Teacher Aide - Special Ed	\$1,947.34
DiCristofano, Kyle E	Supplemental - Summer Maintenance	\$2,086.88
Dittmer, Larissa	Supplemental - EDP Supervisor	\$205.70

Dolwick, Erin	Teacher - Grade 7	\$5,691.66
Donohue, Cindy	Stipend - Team Leader	\$60.58
Donohue, Cindy	Supplemental - Non-Grant Funded Summer PD	\$120.00
Donohue, Cindy	Teacher - Grade 2	\$6,311.16
Donohue, Patrick F	Supplemental - Summer Maintenance	\$787.88
Dorcey, Carol	Supplemental - Lunch Supervisor	\$120.88
Ducharme, Laura	Extra Duty - Bus Supervision-TRS	\$68.22
Ducharme, Laura	Extra Duty - Lunch Room Supervision-TRS	\$45.33
Ducharme, Laura	Supplemental - Mentor Program	\$30.00
Ducharme, Laura	Supplemental - New Teacher Orientation	\$180.00
Ducharme, Laura	Supplemental - Non-Grant Funded Summer PD	\$120.00
Ducharme, Laura	Teacher - PE Elem.	\$3,742.16
Ellison, Lorrie	Administrative Assistant	\$3,554.08
Ellison, Lorrie	Stipend- Web Facilitator	\$181.08
Emberton, Sheena	ESY Psych/SW	\$1,096.20
Emberton, Sheena	Psychologist	\$5,111.58
Emberton, Sheena	Supplemental - Non-Grant Funded Summer PD	\$120.00
Engstrom, Joanne	Substitute	\$55.00
Espinos, Nina	Extra Duty - Bus Supervision-TRS	\$60.64
Espinos, Nina	Extra Duty - Lunch Room Supervision-TRS	\$30.22
Espinos, Nina	Supplemental - Summer Curriculum	\$300.00
Espinos, Nina	Teacher - ESL	\$4,994.76
Ewanio II, Richard	Custodian	\$11,416.62
Fahey, Kayleen	ESY Teacher	\$1,966.80
Fahey, Kayleen	Supplemental - SPED Professional Work	\$32.78
Fahey, Kayleen	Supplemental - Summer Curriculum	\$30.00
Fahey, Kayleen	Teacher - Pre K	\$3,789.66
Falk-Kopala, Lisa	ESY Prog. Assistant	\$986.72
Falk-Kopala, Lisa	Extra Duty - Lunch Room Supervision-IMRF	\$15.11
Falk-Kopala, Lisa	Supplemental - SPED Student Lunch Assistance	\$135.90
Falk-Kopala, Lisa	Supplemental - Title I Tutor	\$1,050.00
Fialkowski, Gwen	Extra Duty - Lunch Room Supervision-IMRF	\$120.88
Fialkowski, Gwen	Paraprofessional	\$3,255.20
Fickett, Zachary	Supplemental - Summer Maintenance	\$1,889.25
Fleischmann, Candice M	Extra Duty - Lunch Room Supervision-TRS	\$15.11
Fleischmann, Candice M	Speech/Language Pathologist	\$2,996.86
Flood, Claire	Social Work Intern	\$540.00
Forst, Barbara	Teacher Aide - Special Ed	\$2,466.66
Fratu, Emily	Supplemental - EDP Supervisor	\$28.78
Funk, Kelly	Supplemental - Non-Grant Funded Summer PD	\$120.00
Funk, Kelly	Teacher - Grade 4	\$4,825.58
Ganek, Kristene	Extra Duty - Bus Supervision-TRS	\$60.64
Ganek, Kristene	Supplemental - Summer Curriculum	\$300.00
Ganek, Kristene	Teacher - Grade 4	\$5,885.34
Garceau, Pamela	Teacher - Grade 1	\$8,322.16
Gardiner, Debbie	ESY Prog. Assistant	\$916.24
Gardiner, Debbie	Supplemental - Committee, Prof. Development	\$60.00
Gardiner, Debbie	Supplemental - Non-Grant Funded Summer PD	\$120.00
Gardiner, Debbie	Supplemental - Summer Curriculum	\$60.00
Gardiner, Debbie	Teacher - Grade 1	\$8,528.50

Gember, Mary Ann	Stipend - Band Director	\$222.86
Gember, Mary Ann	Teacher - Music Elem.	\$8,448.58
Gerstung, Bonnie	Substitute	\$110.00
Ginsberg, Michelle	Extra Duty - Lunch Room Supervision-TRS	\$128.44
Ginsberg, Michelle	Supplemental - Mentor Program	\$30.00
Ginsberg, Michelle	Supplemental - New Teacher Orientation	\$180.00
Ginsberg, Michelle	Teacher - Grade 3	\$3,780.92
Godek, Kasey	Teacher - Grade 6	\$3,661.00
Goldberg, Paula	Teacher - Grade 1	\$6,746.76
Goscinski-Jones, Joy	Supplemental - Summer Curriculum	\$120.00
Goscinski-Jones, Joy	Teacher - SpEd	\$4,181.58
Grafman, Deborah M	ESY Prog. Assistant	\$986.72
Grafman, Joel	ESY Coordinator	\$3,161.60
Grafman, Joel	Extra Duty - JHHS/WHS Tutoring-TRS	\$1,063.37
Grafman, Joel	Psychologist	\$5,811.76
Grafman, Joel	Supplemental - Internal Substituting	\$20.10
Grafman, Joel	Supplemental - Non-Grant Funded Summer PD	\$120.00
Grischow, Sherrie	Extra Duty - Lunch Room Supervision-TRS	\$30.22
Grischow, Sherrie	Supplemental - Summer Curriculum	\$360.00
Grischow, Sherrie	Teacher - Kdg.	\$6,078.92
Guerra, Ana	ESY Prog. Assistant	\$986.72
Gurson, Rebecca	ESY Teacher	\$1,966.80
Guza, Elizabeth	Substitute	\$165.00
Hahn, Mary Ellen	Extra Duty - Lunch Room Supervision-IMRF	\$151.10
Hahn, Mary Ellen	Supplemental - EDP Supervisor	\$894.62
Halpin, Jill	Supplemental - SPED Curric. & PD	\$60.00
Halpin, Jill	Teacher - SpEd	\$7,294.70
Hanes, Priscilla	ESY Teacher	\$1,966.80
Hanes, Priscilla	Supplemental - SPED Curric. & PD	\$60.00
Hanes, Priscilla	Supplemental - Summer Curriculum	\$165.00
Hanes, Priscilla	Teacher - SpEd	\$4,187.50
Hargrove, Exzavior	Supplemental - EDP Supervisor	\$188.65
Harris, Briana	Teacher Aide - Special Ed	\$1,731.58
Harris, Ilene	Substitute	\$220.00
Hartmann, Linda	Supplemental - Non-Grant Funded Summer PD	\$120.00
Hartmann, Linda	Supplemental - Summer Curriculum	\$300.00
Hartmann, Linda	Teacher - Grade 5	\$6,078.92
Hauschild, Iwona	Extra Duty - Bus Supervision-TRS	\$128.86
Hauschild, Iwona	Supplemental - Non-Grant Funded Summer PD	\$120.00
Hauschild, Iwona	Supplemental - Summer Curriculum	\$240.00
Hauschild, Iwona	Teacher - Grade 1	\$3,873.66
Healey, Kevin M	Supplemental - EDP Supervisor	\$587.71
Hehn, Victoria	Administrative Assistant	\$4,045.16
Hehn, Victoria	Extra Duty - Lunch Room Supervision-IMRF	\$256.87
Heidenescher, Sara	Psychologist	\$5,342.92
Helbling, Thomas	Supplemental - Custodial Subs	\$382.25
Henehan, Ingrid	Supplemental - Non-Grant Funded Summer PD	\$120.00
Henehan, Ingrid	Teacher - SpEd	\$7,918.16
Hermanek-Pellikan, Donna J	ESY Prog. Assistant	\$986.72
Hernandez, Jodi	Supplemental - Non-Grant Funded Summer PD	\$120.00

Hernandez, Jodi	Supplemental - SPED Curric. & PD	\$60.00
Hernandez, Jodi	Teacher - SpEd	\$8,483.66
Herzog, Kristen	Extra Duty - Bus Supervision-TRS	\$26.53
Herzog, Kristen	Extra Duty - Lunch Room Supervision-TRS	\$75.55
Herzog, Kristen	Librarian	\$6,061.84
Herzog, Kristen	Stipend- Web Facilitator	\$181.08
Hitzeman, Brian	Custodian	\$11,693.10
Howitz, Michael	ESY Prog. Assistant	\$986.72
Howitz, Michael	Extra Duty - Bus Supervision-TRS	\$64.43
Howitz, Michael	Extra Duty - Lunch Room Supervision-TRS	\$135.99
Howitz, Michael	Teacher - Grade 6	\$3,871.84
Hurley, Janice	Teacher - PE MS	\$7,279.16
Jackson, Laura	Extra Duty - Bus Supervision-TRS	\$68.22
Jackson, Laura	Supplemental - Summer Curriculum	\$420.00
Jackson, Laura	Supplemental - Title I Summer Program	\$1,350.00
Jackson, Laura	Teacher - Grade 5	\$3,871.84
Jacobson, Richard S	ESY Prog. Assistant	\$933.86
Jaeschke, Laura	Extra Duty - Bus Supervision-IMRF	\$125.07
Jaeschke, Laura	Supplemental - Non-Grant Funded Summer PD	\$120.00
Jaeschke, Laura	Teacher Aide - Special Ed	\$3,255.20
Jenkins, Marlys	Extra Duty - Lunch Room Supervision-TRS	\$15.11
Jenkins, Marlys	Supplemental - Non-Grant Funded Summer PD	\$120.00
Jenkins, Marlys	Supplemental - SPED Curric. & PD	\$60.00
Jenkins, Marlys	Teacher - SpEd	\$8,639.26
Joffe, Melissa	Stipend - Student Senate	\$139.30
Joffe, Melissa	Stipend - Team Leader	\$121.16
Joffe, Melissa	Supplemental - Non-Grant Funded Summer PD	\$120.00
Joffe, Melissa	Teacher - Grade 8	\$5,498.16
Johnson, Jean	Substitute	\$55.00
Kahn, Mark J	Substitute	\$165.00
Kalaras, Athena	Extra Duty - Lunch Room Supervision-TRS	\$135.99
Kalaras, Athena	Stipend - Exploratory	\$121.16
Kalaras, Athena	Teacher - Spanish	\$7,918.16
Kaspari, Tammy	Supplemental - Non-Grant Funded Summer PD	\$120.00
Kaspari, Tammy	Teacher - Grade 5	\$6,431.16
Kelly, Donna	Substitute	\$495.00
Keopraseuth, Sam	Tech. Support Technician	\$6,122.92
Kesaria, Dipali	Supplemental - Lunch Supervisor	\$256.87
Kevil, Meghan	Extra Duty - Bus Supervision-TRS	\$45.48
Kevil, Meghan	Stipend - Student Senate	\$139.30
Kevil, Meghan	Stipend- Web Facilitator	\$90.54
Kevil, Meghan	Supplemental - Non-Grant Funded Summer PD	\$120.00
Kevil, Meghan	Teacher - Grade 7	\$4,994.76
Klingner, Kristopher	Supplemental - Summer Maintenance	\$2,327.51
Koepke, Hayley	Supplemental - EDP Supervisor	\$675.86
Koepke, Susan	ESY Prog. Assistant	\$70.48
Koepke, Susan	Supplemental - Non-Grant Funded Summer PD	\$120.00
Koepke, Susan	Teacher Aide - Special Ed	\$2,757.70
Kolka, Kaitlin	Speech/Language Pathologist	\$4,685.00
Kolka, Kaitlin	Supplemental - Mentor Program	\$30.00

Kolka, Kaitlin	Supplemental - New Teacher Orientation	\$180.00
Kolometz, Carly	Teacher Aide - Special Ed	\$2,244.66
Konstant, Jacqueline N	Extra Duty - Lunch Room Supervision-IMRF	\$143.55
Konstant, Jacqueline N	Supplemental - Title III Tutor	\$1,056.73
Kowalski, Claudia S	Supplemental - Title III Tutor	\$280.19
Kreiman, Cheryl	Speech/Language Pathologist	\$5,498.16
Kreiman, Cheryl	Supplemental - SPED Professional Work	\$65.56
Kreiman, Cheryl	Supplemental - Summer Curriculum	\$30.00
Krupp, Melanie	Substitute	\$55.00
Kutcher, Michelle	Stipend - Exploratory	\$121.16
Kutcher, Michelle	Supplemental - Non-Grant Funded Summer PD	\$120.00
Kutcher, Michelle	Teacher - PE MS	\$7,918.16
LaCaeyse, Debbie	Teacher Aide - Special Ed	\$2,041.58
Lambatos, Lucas	Principal	\$30,997.02
Lange, Jan	Office/Building Assistant	\$2,083.30
Lasare, Joseph T	Supplemental - EDP Supervisor	\$146.93
Lasare, Joseph T	Supplemental - Summer Maintenance	\$2,178.76
Lasare, Kimberly A	ESY Speech Pathologist	\$1,461.60
Lee, Steven	Principal	\$32,958.24
Legowski, Sylwia	Extra Duty - Lunch Room Supervision-TRS	\$128.44
Legowski, Sylwia	Supplemental - Mentor Program	\$30.00
Legowski, Sylwia	Teacher - Grade 3	\$4,278.60
Leja, Maggie	Stipend - Team Leader	\$121.16
Leja, Maggie	Supplemental - Non-Grant Funded Summer PD	\$120.00
Leja, Maggie	Supplemental - Summer Curriculum	\$120.00
Leja, Maggie	Teacher - Grade 7	\$4,839.84
Levato, Angela	Teacher - Grade 2	\$5,691.66
Lilly, Pamela	Extra Duty - Bus Supervision-IMRF	\$22.74
Lilly, Pamela	Teacher Aide - Special Ed	\$3,364.80
Lim, Erin	Psychologist	\$2,416.74
Lim, Erin	Supplemental - Mentor Program	\$30.00
Lim, Erin	Supplemental - New Teacher Orientation	\$180.00
Lopez, Meghan	Extra Duty - Bus Supervision-TRS	\$64.43
Lopez, Meghan	Supplemental - Translator	\$15.00
Lopez, Meghan	Teacher - Grade 2 Bilingual	\$4,985.00
Lunardini, Sharlene	Extra Duty - Lunch Room Supervision-IMRF	\$105.77
Lunardini, Sharlene	Supplemental - Lunch Supervisor	\$135.99
Lundgren, Alexander J	Supplemental - Summer Maintenance	\$2,633.76
Lynch, Abigail V	ESY Teacher	\$1,966.80
Lynch, Abigail V	Extra Duty - A.M. Security-TRS	\$45.33
Lynch, Abigail V	Stipend - Project Unify-Student Action	\$50.14
Lynch, Abigail V	Supplemental - Non-Grant Funded Summer PD	\$120.00
Lynch, Abigail V	Supplemental - SPED Curric. & PD	\$60.00
Lynch, Abigail V	Supplemental - Summer Curriculum	\$120.00
Lynch, Abigail V	Teacher - SpEd	\$3,661.00
Macek, Debra A.	Payroll & Accounting Specialist	\$13,325.76
Macek, Hunter	Supplemental - Summer Maintenance	\$1,249.50
MacTavish, Tara	Stipend - Team Leader	\$60.58
MacTavish, Tara	Teacher - Grade 4	\$8,528.50
Magid, Ani	Speech/Language Pathologist	\$7,027.58

Magid, Ani	Supplemental - Committee, Prof. Development	\$60.00
Mahoney, Alison	Supplemental - Committee, Prof. Development	\$60.00
Mahoney, Alison	Supplemental - Mentor Program	\$30.00
Mahoney, Alison	Supplemental - New Teacher Orientation	\$180.00
Mahoney, Alison	Supplemental - Non-Grant Funded Summer PD	\$120.00
Mahoney, Alison	Teacher - Tech. Integration (TIS)	\$5,622.00
Mailloux, Amy	Extra Duty - Lunch Room Supervision-TRS	\$120.88
Mailloux, Amy	Supplemental - Internal Substituting	\$20.10
Mailloux, Amy	Teacher - Grade 6	\$7,279.16
Malek, Marian	Substitute	\$440.00
Mariconda, Melissa	Extra Duty - Bus Supervision-TRS	\$64.43
Mariconda, Melissa	Teacher - Grade 3	\$4,187.50
Martin, Katherine E	Social Worker	\$3,993.00
Marwitz, Mary	Extra Duty - Lunch Room Supervision-TRS	\$60.44
Marwitz, Mary	Supplemental - Non-Grant Funded Summer PD	\$120.00
Marwitz, Mary	Teacher - SpEd	\$4,549.42
Mass, Allison	Supplemental - Summer Curriculum	\$120.00
Mass, Allison	Teacher - Grade 2	\$4,905.20
Mathew, Timothy	Supplemental - Summer Maintenance	\$1,559.26
Matthews, Rachel	Teacher - Art Elem.	\$6,786.50
Mayen Nava, Fabiola	ESY Prog. Assistant	\$986.72
McWilliams, Mary Beth	Librarian	\$6,179.60
McWilliams, Mary Beth	Stipend- Web Facilitator	\$108.64
McWilliams, Mary Beth	Supplemental - Non-Grant Funded Summer PD	\$120.00
Mendieta, Jenny	Supplemental - EDP Supervisor	\$101.22
Menzia, Genie	ESY Prog. Assistant	\$986.72
Menzia, Genie	Extra Duty - Lunch Room Supervision-IMRF	\$98.22
Menzia, Genie	Supplemental - Title I Tutor	\$1,137.50
Meziere, Traci A	Principal	\$25,745.75
Milanez, Suzanne	ESY Prog. Assistant	\$986.72
Milanez, Suzanne	Teacher Aide - Special Ed	\$1,852.08
Miller, Robert	Extra Duty - Bus Supervision-TRS	\$128.86
Miller, Robert	Extra Duty - Elem. Intramurals-TRS	\$146.26
Miller, Robert	Teacher - PE Elem.	\$6,775.84
Miller, Susan	Teacher Aide - Special Ed	\$2,568.00
Mullaney, Brian P	Custodian	\$7,800.00
Mullaney, Brian P	Supplemental - Custodial Overtime	\$90.00
Mullaney, Julie	Teacher - Grade 1	\$4,685.08
Murray, Julie	Extra Duty - Bus Supervision-TRS	\$64.43
Murray, Julie	Stipend- Web Facilitator	\$90.54
Murray, Julie	Teacher - Grade 2	\$7,918.16
Murray, Megan	Stipend - Choral Director (MS)	\$153.22
Murray, Megan	Teacher - Music MS	\$4,549.42
Nelson, Marilyn	Teacher - Grade 8	\$7,027.58
Nitahara, Daniel	Supplemental - SPED Student Lunch Assistance	\$124.32
Nitahara, Daniel	Teacher Aide - Special Ed	\$870.29
O'Brien, Christine	Stipend - Pals Coordinator	\$195.02
O'Brien, Christine	Supplemental - Summer Curriculum	\$120.00
O'Brien, Christine	Teacher - Grade 6	\$3,968.66
O'Connor, Stephanie	Extra Duty - Lunch Room Supervision-TRS	\$120.88

O'Connor, Stephanie	Supplemental - Non-Grant Funded Summer PD	\$120.00
O'Connor, Stephanie	Teacher - Grade 6	\$3,789.66
O'Donnell, Michelle	Administrative Assistant	\$3,554.08
O'Donnell, Michelle	Extra Duty - Lunch Room Supervision-IMRF	\$256.87
Paeth, Kelsey	Supplemental - Mentor Program	\$30.00
Paeth, Kelsey	Supplemental - New Teacher Orientation	\$180.00
Paeth, Kelsey	Supplemental - Non-Grant Funded Summer PD	\$120.00
Paeth, Kelsey	Teacher - Reading	\$4,685.00
Parisi, Cali R	Extra Duty - Lunch Room Supervision-IMRF	\$30.22
Parisi, Cali R	Supplemental - SPED Student Lunch Assistance	\$17.62
Parisi, Cali R	Supplemental - Summer Maintenance	\$1,780.75
Parisi, Elli	Supplemental - Lunch Supervisor	\$45.33
Parisi, Lisa	Administrative Assistant	\$3,554.08
Parisi, Lisa	Stipend- Web Facilitator	\$90.54
Parkinson, Charles F	Supplemental - Vacation Payout	\$1,387.90
Parkinson, Charles F	Tech. Support Technician	\$2,498.28
Pateras, Janet	ESY Prog. Assistant	\$986.72
Pateras, Janet	Paraprofessional	\$1,474.90
Peckworth, Susan	Extra Duty - Bus Supervision-TRS	\$64.43
Peckworth, Susan	Extra Duty - Lunch Room Supervision-TRS	\$241.76
Peckworth, Susan	Stipend - Newspaper	\$62.68
Peckworth, Susan	Stipend - Pals Ass't. Coordinator	\$139.30
Peckworth, Susan	Supplemental - Non-Grant Funded Summer PD	\$120.00
Peckworth, Susan	Teacher - Grade 7	\$5,498.08
Pennell, Susan	Extra Duty - Bus Supervision-TRS	\$64.43
Pennell, Susan	Stipend - Team Leader	\$60.58
Pennell, Susan	Supplemental - Non-Grant Funded Summer PD	\$120.00
Pennell, Susan	Supplemental - Summer Curriculum	\$240.00
Pennell, Susan	Teacher - Grade 5	\$6,543.58
Perillo, Daniel	Extra Duty - Lunch Room Supervision-TRS	\$151.10
Perillo, Daniel	Teacher - PE MS	\$5,498.08
Peterson, Deborah	ESY Prog. Assistant	\$70.48
Peterson, Deborah	Teacher Aide - Special Ed	\$1,852.08
Petrusha, Carol	Supplemental - Summer Curriculum	\$360.00
Petrusha, Carol	Teacher - Kdg.	\$8,161.08
Pietrowski, Shirley	Supplemental - Lunch Supervisor	\$256.87
Polster, Tina	Extra Duty - Bus Supervision-TRS	\$56.85
Polster, Tina	Supplemental - Title I Summer Program	\$1,350.00
Polster, Tina	Teacher - Reading	\$6,311.16
Quatman, Kathleen	ESY Nurse	\$1,621.20
Quatman, Kathleen	Extra Duty - Bus Supervision-IMRF	\$64.43
Quatman, Kathleen	Nurse	\$4,268.84
Quatman, Kathleen	Supplemental - SPED Curric. & PD	\$45.00
Racusen, Carly	Social Worker	\$4,685.08
Racusen, Carly	Stipend - MacAllies	\$50.14
Rehusch, Trent M	Supplemental - Summer Maintenance	\$2,133.50
Reibel, Patricia	Administrative Assistant	\$3,554.08
Retsky, Kathleen	Teacher Aide - Special Ed	\$2,077.90
Reynolds, Mary Jo	Teacher Aide - Special Ed	\$2,960.00
Rieger, Megan	Extra Duty - Bus Supervision-TRS	\$121.28

Rieger, Megan	Extra Duty - Lunch Room Supervision-TRS	\$15.11
Rieger, Megan	Social Worker	\$5,498.16
Ritter, Stephanie	Stipend - Team Leader	\$121.16
Ritter, Stephanie	Supplemental - Summer Curriculum	\$240.00
Ritter, Stephanie	Teacher - Grade 6	\$5,498.16
Robbins, Barry	Substitute	\$550.00
Robertson, Lora	Extra Duty - Lunch Room Supervision-TRS	\$135.99
Robertson, Lora	Stipend - Newspaper	\$62.68
Robertson, Lora	Stipend - Team Leader	\$121.16
Robertson, Lora	Supplemental - Non-Grant Funded Summer PD	\$120.00
Robertson, Lora	Teacher - Grade 6	\$5,885.34
Robideau, Linda	Speech/Language Pathologist	\$7,948.50
Robideau, Patrick B	Supplemental - EDP Supervisor	\$574.64
Rodiek, Nicole	Supplemental - EDP Supervisor	\$342.83
Rodiek, Roseanna	Supplemental - EDP Supervisor	\$205.70
Rollefson, Gail	Stipend - Team Leader	\$60.58
Rollefson, Gail	Supplemental - Non-Grant Funded Summer PD	\$120.00
Rollefson, Gail	Teacher - Grade 2	\$4,839.84
Rominski, Brian	Director of Buildings and Grounds	\$16,974.90
Ross, Melissa	ESY Prog. Assistant	\$70.48
Ross, Melissa	Extra Duty - Lunch Room Supervision-IMRF	\$256.87
Ross, Melissa	Teacher Aide - Special Ed	\$2,352.50
Rozner, Amy	Teacher - SpEd	\$6,775.84
Rubio, Carlos	Custodian	\$11,416.62
Rubio, Miguel	Custodian	\$13,023.54
Rubio, Miguel	Supplemental - Custodial Overtime	\$150.30
Ruth, Donna M	ESY Prog. Assistant	\$916.24
Ruth, Donna M	Library/Building Assistant	\$1,641.50
Ruth, Donna M	Supplemental - Non-Grant Funded Summer PD	\$120.00
Sabath, Michelyn	Stipend - Team Leader	\$121.16
Sabath, Michelyn	Teacher - Grade 3	\$6,431.16
Sabo, Marcus	Custodian	\$13,023.54
Sabo, Marcus	Supplemental - Custodial Overtime	\$375.75
Samp, Debra	Extra Duty - Lunch Room Supervision-IMRF	\$30.22
Samp, Debra	Teacher Aide - Special Ed	\$2,587.08
Schafernack, Laura	Supplemental - Lunch Supervisor	\$105.77
Schlomann, Jill	Stipend - Team Leader	\$60.58
Schlomann, Jill	Supplemental - Non-Grant Funded Summer PD	\$120.00
Schlomann, Jill	Teacher - Grade 5	\$5,885.34
Schmidt, Curtis	Custodian	\$21,099.48
Schmidt, Curtis	Supplemental - Custodial Overtime	\$235.44
Schmidt, Evan D	Supplemental - Summer Maintenance	\$1,861.50
Schmidt, Lisa	Teacher - Grade 1	\$4,839.84
Schmidt, Ryan N	Supplemental - Summer Maintenance	\$1,742.50
Seelig, June	Substitute	\$110.00
Seelig, June	Teacher Aide - Special Ed	\$1,118.74
Seiler, Jessica	Substitute	\$385.00
Shah, Pragna	Teacher Aide - Special Ed	\$2,587.08
Shah, Varsha	Extra Duty - Lunch Room Supervision-IMRF	\$120.88
Shah, Varsha	Supplemental - EDP Supervisor	\$632.96

Shah, Varsha	Supplemental - Lunch Supervisor	\$151.10
Simpson, Samuel	Stipend - Band Director	\$264.66
Simpson, Samuel	Supplemental - Mentor Program	\$30.00
Simpson, Samuel	Supplemental - New Teacher Orientation	\$180.00
Simpson, Samuel	Teacher - Music MS	\$3,565.50
Smith, Laura L	Substitute	\$605.00
Sorensen, Nancy	Administrative Assistant	\$15,739.02
Sostre, Christen	Substitute	\$110.00
Spinner, Sara	Substitute	\$110.00
Sroka, Chrystyna	Director of Special Education	\$25,745.76
Stasi, Tina	Stipend - Team Leader	\$60.58
Stasi, Tina	Supplemental - Non-Grant Funded Summer PD	\$120.00
Stasi, Tina	Teacher - Grade 4	\$6,061.75
Stasiuk, Lesia	Supplemental - Lunch Supervisor	\$30.22
Stavropoulos, Maria	Director of Technology	\$24,075.00
Stavros, Darla	Substitute	\$715.00
Stephens, Tracy M	Business Services Specialist	\$12,031.98
Stepuszek, Nancy	ESY Prog. Assistant	\$140.96
Stepuszek, Nancy	ESY Teacher	\$147.51
Stepuszek, Nancy	Teacher Aide - Special Ed	\$1,947.34
Sterba, Ashley	Supplemental - Non-Grant Funded Summer PD	\$120.00
Sterba, Ashley	Supplemental - Summer Curriculum	\$240.00
Sterba, Ashley	Teacher - FACS	\$4,330.08
Stocking, Christie	Occupational Therapist	\$5,685.00
Stocking, Christie	Supplemental - Summer Curriculum	\$120.00
Stoken, Beth	Teacher - Art Elem.	\$1,911.94
Stolton, Gina	ESY Teacher	\$2,048.75
Stolton, Gina	Extra Duty - Lunch Room Supervision-TRS	\$120.89
Stolton, Gina	Supplemental - SPED Curric. & PD	\$60.00
Stolton, Gina	Teacher - SpEd	\$6,543.58
Strachn, Kimberly	Extra Duty - Bus Supervision-TRS	\$64.43
Strachn, Kimberly	Supplemental - Non-Grant Funded Summer PD	\$120.00
Strachn, Kimberly	Teacher - Grade 3	\$6,543.58
Strzelecki, Marianne	Substitute	\$770.00
Sullivan, Carly	ESY Speech Pathologist	\$2,192.40
Sullivan, Carly	Speech/Language Pathologist	\$4,549.42
Sullivan, Carly	Supplemental - Non-Grant Funded Summer PD	\$120.00
Sutter, Hannah	Supplemental - Mentor Program	\$30.00
Sutter, Hannah	Supplemental - New Teacher Orientation	\$180.00
Sutter, Hannah	Teacher - Tech. Integration (TIS)	\$3,928.00
Sutton, Jennifer	Substitute	\$110.00
Teramoto, Jeni	Stipend - Yearbook Advisor	\$264.66
Teramoto, Jeni	Supplemental - Non-Grant Funded Summer PD	\$120.00
Teramoto, Jeni	Supplemental - Summer Curriculum	\$240.00
Teramoto, Jeni	Teacher - Grade 8	\$4,994.76
Theobald, Koby	Supplemental - Summer Maintenance	\$1,856.26
Tisza, Janet	Substitute	\$660.00
Tomasik, Margaret	Teacher - Kdg.	\$5,304.58
Travis, Alan	Supplemental - Custodial Subs	\$734.25
Travis, Laurie	Substitute	\$220.00

Trejo, Daniel	Supplemental - Summer Maintenance	\$1,163.26
Trom, Diane	Extra Duty - Lunch Room Supervision-IMRF	\$120.88
Trom, Diane	Supplemental - EDP Supervisor	\$374.64
Trom, Diane	Supplemental - Lunch Supervisor	\$151.10
Trossman, Sheila	Substitute	\$440.00
Ubert, Nadine	Extra Duty - Bus Supervision-TRS	\$60.64
Ubert, Nadine	Supplemental - Non-Grant Funded Summer PD	\$120.00
Ubert, Nadine	Teacher - Grade 4	\$5,947.84
Unamboowe, Gail	Supplemental - New Teacher Orientation	\$109.44
Unamboowe, Gail	Teacher Aide - Special Ed	\$1,778.40
Unger, Joy	Teacher Aide - Special Ed	\$2,244.66
Valderrama, Michelle	Extra Duty - Bus Supervision-TRS	\$98.54
Valderrama, Michelle	Extra Duty - Lunch Room Supervision-TRS	\$113.33
Valderrama, Michelle	Teacher - Grade 1 Bilingual	\$5,709.58
Valladares Oropeza, Denisse	Supplemental - Non-Grant Funded Summer PD	\$120.00
Valladares Oropeza, Denisse	Supplemental - Translator	\$75.00
Valladares Oropeza, Denisse	Teacher - ESL	\$4,146.84
Van Wolvelaar, Jacob	Supplemental - Summer Maintenance	\$1,798.51
Vasilakos, Sandra	Extra Duty - Lunch Room Supervision-TRS	\$15.11
Vasilakos, Sandra	Supplemental - Non-Grant Funded Summer PD	\$120.00
Vasilakos, Sandra	Teacher - Grade 3	\$5,304.58
Walker, Ann	Extra Duty - Lunch Room Supervision-TRS	\$60.44
Walker, Ann	Teacher - Reading	\$3,000.20
Walker, Roberta J	Substitute	\$220.00
Wallace, Yoshi	Supplemental - EDP Supervisor	\$739.25
Walsh, Patricia	Supplemental - Non-Grant Funded Summer PD	\$120.00
Walsh, Patricia	Teacher - Grade 2	\$7,530.92
Walsh, Patricia C.	Occupational Therapist	\$7,270.34
Weadley, Catherine	Extra Duty - Elem. Intramurals-TRS	\$146.26
Weadley, Catherine	Teacher - PE Elem.	\$7,924.00
Werneske, Donald	Application & Data Manager	\$11,819.28
Whisler, Katherine M	ESY Teacher	\$1,966.80
Whiteside, Barbara	Teacher Aide - Special Ed	\$1,801.18
Wilson, Debra	Superintendent	\$51,180.24
Wilson, Jean	ESY Prog. Assistant	\$986.72
Wilson, Jean	Substitute	\$770.00
Windsor, Megan	Teacher - SpEd	\$4,839.84
Wojtalewicz, Suzanne	Teacher Aide - Special Ed	\$2,466.66
Wright, Leon	Supplemental - Committee, Prof. Development	\$60.00
Wright, Leon	Teacher - Reading	\$6,901.66
Wright, Lisa	Teacher - Reading	\$7,918.16
Yager, Betsy	ESY Prog. Assistant	\$845.76
Yager, Betsy	Extra Duty - Bus Supervision-TRS	\$117.49
Yager, Betsy	Librarian	\$8,242.16
Yager, Betsy	Supplemental - Non-Grant Funded Summer PD	\$120.00
Yager, Betsy	Supplemental - Summer Curriculum	\$150.00
Yager, Betsy	Supplemental - Title I Summer Program	\$1,350.00
Zachariah, Jaya	ESY Prog. Assistant	\$916.24
Zachariah, Jaya	Supplemental - EDP Supervisor	\$248.14
Zachariah, Jaya	Teacher Aide - Special Ed	\$1,852.08

Zambrano, Justin	Supplemental - Summer Maintenance	\$1,567.51
Zarafonitis, Demetra G	Extra Duty - Lunch Room Supervision-TRS	\$128.44
Zarafonitis, Demetra G	Supplemental - Mentor Program	\$30.00
Zarafonitis, Demetra G	Supplemental - New Teacher Orientation	\$180.00
Zarafonitis, Demetra G	Teacher - Grade 3	\$4,287.60
Zaveduk, Abra	Social Worker	\$7,279.16
Zaveduk, Abra	Supplemental - Summer Curriculum	\$30.00
Zawacki, Meredith	Office/Building Assistant	\$38.17
Zawacki, Meredith	Office/Building Assistant	\$2,083.30
Zbaraz, Bonnie	Stipend - Team Leader	\$121.16
Zbaraz, Bonnie	Supplemental - Summer Curriculum	\$120.00
Zbaraz, Bonnie	Teacher - Grade 1	\$8,203.50
Zhekova, Temenuga M	Teacher Aide - Special Ed	\$2,077.90

State of Illinois

CANDIDATE'S GUIDE

2017

***Amended August 17, 2016**



**Issued by
the
STATE BOARD OF ELECTIONS**

PREFACE

This *Candidate's Guide for 2017* has been prepared to provide information for candidates seeking office at the local level in 2017. It includes a listing of the offices to be nominated or elected, filing dates, general requirements for filing, and specific requirements for individual offices. In addition, information is provided regarding nomination procedures and the objection process. Also included is a section that provides answers to some of the more frequently asked questions about nominating petitions and procedures.

All citations contained herein refer to the Illinois Election Code [10 ILCS 5/1-1 *et seq.*, as amended] or as otherwise indicated. This Guide may be amended to include new legislation and court decisions as they may arise. Please visit the Illinois State Board of Elections' website (www.elections.il.gov) for any updates.

Legal information contained in this guide, however, is not binding and should not be construed as sufficient argument in response to an objection to any candidate's nominating papers. The State Board of Elections recommends that all prospective candidates consult with competent legal counsel when preparing their nomination papers.

Statutory deadlines for filing objections and for withdrawing from all but one incompatible office will depend on the filing period. Specific deadline dates can be found in the SBE *Election and Campaign Finance Calendar for 2017*. The calendar, this guide, and filing date announcements can be found on the State Board of Elections' web site:

www.elections.il.gov

Additional information may be obtained by contacting your election authority (county clerk or board of elections commissioners), your local election official (municipal clerk, township clerk, road district clerk, park district secretary, etc.), or the State Board of Elections in Springfield (217/782-4141) or Chicago (312/814-6440).

ILLINOIS STATE BOARD OF ELECTIONS

***Amendment- August 17, 2016**

Public Act 099-0722 – An individual who is 17 years of age, will be 18 years of age on the date of the immediately following general or consolidated election, and is otherwise qualified to vote shall be deemed eligible to circulate a nominating petition or a petition proposing a public question. See page 14.

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CONSOLIDATED PRIMARY

Last Tuesday in February

February 28, 2017

[10 ILCS 5/2A-1.1(b)]

ESTABLISHED POLITICAL PARTY OFFICERS TO BE NOMINATED

MUNICIPAL -- over 5,000 population and/or Special Charter

Mayor or President

Clerk

Treasurer

Alderman or Trustee

Municipalities under 5,000 population may determine by ordinance (no later than November 15, 2016) that political parties shall nominate candidates for municipal offices by primary. [10 ILCS 5/7-1(b)]

Villages that have nominated and elected candidates for president and trustees in partisan elections prior to January 1, 1992, may continue to hold partisan elections without conducting a referendum. [65 ILCS 5/3.1-25-20]

TOWNSHIPS in Cook County**

TOWNSHIPS and MULTI-TOWNSHIP ASSESSMENT DISTRICTS, with a population of more than 15,000 outside of Cook County. ** Townships over 5000 population coterminous or wholly within cities/villages not under commission from of government.

Supervisor

Clerk

Assessor, Multi-township Assessor

Highway Commissioner

Collector (if elected) ***

Trustees

** Townships may conduct a primary if the township central committee approves by November 15, 2016. [60 ILCS 1/45-55]

*** Counties having township organization with a population of over 100,000, except in Cook County, may conduct a referendum to discontinue the office of Collector. [60 ILCS 1/50-30]

**NONPARTISAN
OFFICERS TO BE NOMINATED**

MUNICIPAL -- Council-Manager form (councilmen at-large and from districts)

Mayor or President

Clerk

Treasurer (Council-Manager form only)

Council Members or Trustees or Commissioners

A village may conduct a nonpartisan primary by referendum. (Municipalities incorporated after May 13, 1993 are non-partisan unless they adopt the partisan format) [65 ILCS 5/3.1-25-60]

CONSOLIDATED ELECTION

First Tuesday in April

April 4, 2017

[10 ILCS 5/2A-1.1(b)]

ESTABLISHED POLITICAL PARTIES, INDEPENDENT AND NEW POLITICAL PARTY OFFICERS TO BE ELECTED

MUNICIPAL -- including Special Charter

Mayor or President
Clerk
Treasurer
Alderman or Trustee

TOWNSHIP –

Supervisor
Clerk
Assessor/Multi-township Assessor
Highway Commissioner
Collector* (if elected)
Trustees

*Counties having township organization, except Cook County, may conduct a referendum to discontinue the office of Collector [60ILCS 1/50-30]

NONPARTISAN OFFICERS TO BE ELECTED

MUNICIPAL -- Council-Manager form (Councilmen at-large and from districts), Commission form

Mayor or President
Clerk
Treasurer (Council-Manager only)
Council Members or Commissioners or Trustees

MUNICIPAL -- City of Chicago (run-off elections if required)
[65 ILCS 20/21-26]

MUNICIPAL – Aldermanic run-off elections, if required due to unexpired term created by a vacancy [65 ILCS 5/3.1-10-51, 20/21-22 and 21-25]

PARK DISTRICT - Commissioners, Trustees

PUBLIC LIBRARY DISTRICT - Trustees

TOWNSHIP AND MUNICIPAL LIBRARY - Trustees

REGIONAL BOARD OF SCHOOL TRUSTEES - Trustees

SCHOOL DISTRICT - Board Members, (including districts under article 33) School Directors

SCHOOL DISTRICT - Special Charter - Inspectors, Board Members

TOWNSHIP TRUSTEES OF SCHOOLS (Cook County only)

COMMUNITY COLLEGE DISTRICT - Trustees

TOWNSHIP LAND COMMISSIONERS (in counties under 220,000 population)

FIRE PROTECTION DISTRICT - Trustees

FOX WATERWAY MANAGEMENT AGENCY - Chairman, Directors:

2 Directors to be elected from Lake County; 1 Director to be elected from McHenry County

FOREST PRESERVE DISTRICT - Commissioners

ROAD DISTRICT – Clerk, Commissioner

SPRINGFIELD METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY - Commissioners

OTHER SPECIAL PURPOSE DISTRICTS (see applicable statutes)

FILING PERIODS

(And caucus date information)

November 21-28, 2016 [10 ILCS 5/7-12(3), 10-6(4)]

(Filed not more than 99 nor less than 92 days prior to the date of the primary)

Filing period for candidates seeking nomination at the **FEBRUARY 28, 2017**

Consolidated Primary Election, See page “i.”

Petitions may NOT be circulated prior to August 30, 2016. [10 ILCS 5/10-4]

(No more than 90 days preceding the last day for the filing of the petition)

December 12-19, 2016 [10 ILCS 5/10-6(2)]

(Not more than 113 nor less than 106 days prior to the consolidated election)

Filing period for candidates seeking election at the **APRIL 4, 2017 Consolidated Election**. See page “iii.”

Petitions may NOT be circulated prior to September 20, 2016. [10 ILCS 5/10-4]

(No more than 90 days preceding the last day for the filing of the petition)

In **MUNICIPALITIES** under 5,000 population, established political parties hold their caucuses on December 5, 2016, and file their certificates of nomination with the municipal clerk during the filing period, December 12-19, 2016. [10 ILCS 5/10-1(a)]

Note: Municipalities of 5,000 or less may determine by ordinance (by November 15, 2016) that established political parties shall nominate candidates for municipal offices by primary election. [10 ILCS 5/7-1(b)]

TOWNSHIP CAUCUS – December 6, 2016 [60 ILCS 1/45-10]

MULTI-TOWNSHIP CAUCUS – December 7, 2016 [60 ILCS 1/45-25]

New political parties file nominating petitions which must include a full slate of candidates as well as a certificate stating the names and addresses of the party officers authorized to fill vacancies.

Independent and nonpartisan candidates **must** file nominating petitions.

ESTABLISHED PARTY, NEW PARTY, INDEPENDENT AND NONPARTISAN CANDIDATE FILINGS

A. ESTABLISHED POLITICAL PARTY CANDIDATES in MUNICIPALITIES & TOWNSHIPS - NOMINATION BY PRIMARY ELECTION

1. A political party which, at the last election in any municipality or township in the State, polled more than 5% of the entire vote cast within such territorial area, as the case may be, has voted as a unit for the election of officers to serve the respective territorial area, is an “established political party” as to such municipality or township. [10 ILCS 5/7-2, 10-2]
2. In the 2017 elections, municipalities over 5,000 population and not governed by the commission or council-manager forms of government or municipalities that have not adopted a nonpartisan primary system fall under the provisions of Article 7 (Established Political Parties) of the Election Code. Municipalities incorporated after May 13, 1993 are nonpartisan unless they adopt the partisan format. [10 ILCS 5/7-1 (*et seq*)]
3. No primary election shall be held where the name of not more than one person of a political party has filed as a candidate for the nomination for each office to be filled at an election at which no other offices are to be voted on. Primary elections are held only for contested offices. [10 ILCS 5/7-5b]
4. Candidates of established political parties seeking nomination by primary election to municipal or township offices should follow the information contained in “Requirements for Filing Nominating Papers” beginning on page 9 in preparing their nomination papers for filing.
5. Specific qualifications for office, signature requirements and location for filing are detailed under the appropriate office listed elsewhere in this guide.
6. A candidate for whom a nomination paper has been filed as a partisan candidate at a primary election, and who is defeated for nomination, is prohibited from being listed on the ballot at the Consolidated Election as an independent candidate, a candidate of another political party, or from filing a declaration of intent to be a write-in candidate at that Consolidated Election. [10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1]

B. CERTIFICATE OF NOMINATION BY ESTABLISHED PARTY CAUCUS IN MUNICIPALITIES WITH A POPULATION OF 5,000 OR LESS (For information about the Township Caucus procedures, see the “Township Caucus Guide for 2017)

1. Established political parties shall nominate candidates by caucus in municipalities with a population of 5,000 or less. [10 ILCS 5/7-1, 10-1] This provision does not apply to commission, council-manager forms of government, or to any municipality that has adopted a nonpartisan primary system, as candidates in these municipalities are elected on a nonpartisan basis. See page 1 for definition of “Established Political Parties. “

NOTE: Municipalities of 5,000 or less population may determine by ordinance no later than November 15, 2016, that established political parties shall nominate candidates for municipal offices by a primary election in accordance with Article 7 of the Election Code. [10 ILCS 5/7-1(b)]

2. Caucus Date for municipalities: The municipal caucuses shall be conducted on **December 5, 2016**. The municipal caucuses shall be conducted on the first Monday in December of even-numbered years, except that, when that Monday is a holiday or the eve of a holiday, the caucuses shall be held on the next business day following the holiday. [10 ILCS 5/10-1(a)]
3. Only those registered voters who reside within the territory for which the nomination is made shall be permitted to vote or take part in the caucus proceedings. (SBE Form H-1A) [10 ILCS 5/10-1(e)]
4. No voter shall vote or take part in the proceedings of more than one caucus or meeting to make a nomination for the same municipality. (SBE Form H-1A) [10 ILCS 5/10-1(e)]
5. The caucus may make **ONE** nomination for each office to be filled at the Consolidated Election. [10 ILCS 5/10-1(a)]
6. A Certificate of Nomination by Caucus, (SBE Form H-2), shall be prepared to include:
 - a. the names and addresses of the candidates along with the offices to which they are nominated; and
 - b. the established party name.
7. The presiding officer and secretary of the caucus shall list their addresses and sign the Certificate of Nomination. The certificate shall be sworn to by them to be true to the best of their knowledge and belief and must be notarized. [10 ILCS 5/10-1(a)]

8. Candidates nominated by caucus must individually provide the following documents which are filed with the caucus certificate of nomination:
 - a. Statement of Candidacy (SBE P-1K);
 - b. Receipt for the filing of the candidate's Statement of Economic Interests. The receipt must be filed prior to the filing deadline; and
 - c. (OPTIONAL) Loyalty Oath.

(See "Requirements for Filing Nominating Papers "beginning on page 9 for more detailed information.)
9. The Certificate of Nomination along with the required individual candidate documentation shall be filed with the appropriate municipal clerk, during the regular filing period (December 12-19, 2016). [10 ILCS 5/10-1(a), 10-5]
10. Any vacancy in nomination by caucus of an established political party for a municipal office shall be filled in accordance with [10 ILCS 5/7-61].
11. A candidate who participated at a caucus and who is defeated at the caucus for nomination is ineligible to be listed as a candidate of another political party, an independent candidate, or to file a declaration of intent to be a write-in candidate at the Consolidated Election. [10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1]

C. NEW POLITICAL PARTY CANDIDATES

1. A political group wishing to form a new political party within a municipality must file petitions with a full slate of candidates for such political subdivision. Upon such filing, a new political party is created. That new political party remains a new political party for the election for which it filed a full slate of candidates. If the new political party receives more than 5% of the votes cast at that election, it becomes an established political party. If it does not, it ceases to exist. [10 ILCS 5/10-2]
2. The new political party petition must include a certificate (SBE Form P-8C) which includes the names and addresses of party officers authorized to fill vacancies in nomination. [10 ILCS 5/10-5, 10-7, 10-11] See #5.
3. Where a new political party petition is invalidated by an electoral board or upon judicial review or the entire new party slate withdraws, the new party officers cannot replace the entire slate of candidates on the pretext of filling vacancies in nomination. [10 ILCS 5/10-7, 10-11]
4. The new party name may not contain more than five words. Moreover, such

party shall not bear the same name as, or include the name of any established party. (However, see Norman v. Reed (1992) 502 U.S. 279, 112 S.Ct. 698 in the US Supreme Court and Reed v. Kusper (1992) 154 Ill.2d 77, 607 N.E.2d 1198, 180 Ill. Dec. 685 in the Illinois Supreme Court, [10 ILCS 5/10-2, 10-5]

5. Petitions for new political party candidates must include the following:
 - a. Statement of Candidacy for each candidate;
 - b. Receipt for the filing of each candidate's Statement of Economic Interests. The receipt must be filed prior to the filing deadline; [10 ILCS 5/10-5]
 - c. (OPTIONAL) Loyalty Oath
 - d. Certificate (SBE Form P-8C) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failing to file such certificate will not invalidate the petition, but if it is not filed, the new party will not be able to fill vacancies in nomination. (Peoples Independent Party v. Petroff, 191 ILL. App.3d 706, 548 N.E. 2nd 145 (5th Dist. 1989). [10 ILCS 5/10-5]

(See "Requirements for Filing Nominating Papers "beginning on page 9 for more detailed information.)

6. The new party must nominate one candidate for each office to be filled within the political subdivision (municipality, ward or district) at the Consolidated Election. In the case of group offices, the number of candidates nominated must equal the number of offices to be filled.
7. New party candidates seeking office where officers are elected from wards or districts and at-large. [10 ILCS 5/10-2]:
 - In the case of a petition to form a new political party within a municipality in which officers are to be elected from wards or districts and at-large, such petition shall consist of separate components for each ward or district from which an officer is to be elected. Each component shall be circulated only within a ward or district of the political subdivision and signed only by qualified electors who are residents of such ward or district.
 - Each sheet of such petition must contain a complete list of the names of the candidates of the party for all offices to be filled in the political subdivision at large, but the sheets comprising each component shall also contain the names of those candidates to be elected from the particular ward or district. Each component of the petition (SBE Form P-8A, P-8B) for

each ward or district from which an officer is to be elected must be signed by qualified voters of the ward or district equaling a number not less than 5% of the number of voters who voted at the last regular election in such ward or district at which an officer was elected to serve the ward or district.

- The entire petition, composed of all components, must be signed by a total of qualified voters of the entire political subdivision equaling in number not less than 5% of the number of voters who voted at the last regular election in such municipality at which an officer was elected to serve the municipality at large.
8. A candidate for whom a nomination paper has been filed as a partisan candidate at a Consolidated Primary Election, and who is defeated for nomination, is prohibited from being listed on the ballot at the Consolidated Election as an independent candidate, a candidate of another political party and new party candidate or from filing a declaration of intent to be a write-in candidate at that Consolidated Election.
[10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1]

D. INDEPENDENT CANDIDATES

1. Independent candidates are defined as those individuals who are not candidates of any political party, but who are candidates in an election at which party candidates may appear on the ballot. [10 ILCS 5/10-3]
2. Independent candidates should follow the information contained in “Requirements for Filing Nominating Papers“ beginning on page 9 in preparing their nomination papers for filing.
3. Nomination papers must be filed in the office of the appropriate local election official or board of election commissioners during the filing period, December 12-19, 2016.
4. Signature requirements and locations for filing are detailed under the appropriate office listed elsewhere in this guide.
5. Whenever the name of an independent candidate for an office is withdrawn or an independent candidate’s petition is declared invalid by an electoral board or upon judicial review, no vacancy in nomination for that office shall exist. A vacancy in nomination contemplates a political party organization to fill it; but an independent candidate is not supported by a party structure, therefore vacancies for independent candidates cannot be filled.
[10ILCS 5/10-7]
6. A partisan candidate who is defeated for nomination in the Consolidated Primary is prohibited from being listed on the ballot at the Consolidated Election as an independent candidate, a candidate of another political party and new party candidate, or from filing a declaration of intent to be a write-

in candidate at that Consolidated Election.
[10 ILCS 5/7-61, 10-3, 17-16.1, 18-9.1]

E. NONPARTISAN CANDIDATES

1. The statutes governing certain units of government require that candidates file for office on a nonpartisan basis. The ballot listing such candidates shall be printed without any party designation or “Independent” designation at its head.

2. Certain governmental units require that candidates file for office on a nonpartisan basis to be elected at the Consolidated Election, April 4, 2017. These include:
 - a. Candidates for municipal office in municipalities operating under council-manager (councilmen-at-large) form of government. (A village may adopt a system of nonpartisan primary and general elections for the election of village officers as provided in 65 ILCS 5/3.1-25-20 through 3.1-25-60, and in certain home-rule municipalities who have devised governmental systems unique to them.) These candidates file for the February 28, 2017 Consolidated Primary. No primary is held for any uncontested office. Candidates for municipal office under the commission form of government file for the April 4, 2017 Consolidated Election. Municipalities incorporated after May 13, 1993 are non-partisan unless they adopt the partisan format.
 - b. Candidates for Library Trustee
 - c. Candidates for Park District Commissioner or Park Trustee
 - d. Candidates for School Board Member in districts adopting Article 33 of the School Code
 - e. Candidates for Regional Board of School Trustees
 - f. Candidates for School District Board Members, School Directors, Township Land Commissioners
 - g. Candidates for Township Trustees of Schools in Cook County
 - h. Candidates for Community College Trustees
 - i. Candidates for Fire Protection District Trustees
 - j. Candidates for Fox Waterway Agency Chairman and Directors
 - k. Candidates for Forest Preserve District Commissioners
 - i. Candidates for Springfield Metropolitan Exposition and Auditorium Authority

3. Nonpartisan candidates should follow the information contained in “Requirements for Filing Nominating Papers” beginning on page 9 in preparing nomination papers for filing.
4. Specific qualifications for office, signature requirements and location for filing are detailed under the appropriate office listed elsewhere in this guide.
5. Nonpartisan candidates for office who are defeated at the Consolidated Primary may not file a declaration of intent to be a write-in candidate in the Consolidated Election. [10 ILCS 5/17-16.1]

F. WRITE-IN CANDIDATE PROCEDURES

For the Consolidated Primary and Consolidated Election, a write-in candidate must file a notarized “Declaration of Intent to be a Write-In Candidate” (SBE Form P-1F) no later than 61 days prior to the election. However, whenever an objection to a candidate’s nominating papers or petitions for any office is sustained after the 61st day before the election, the candidate may file a notarized declaration of intent to be a write-in candidate for that office with the proper election authority or authorities no later than 7 days prior to the election. The declaration must be filed with the proper election authority or authorities in those jurisdictions in which he or she is seeking to be a write-in candidate [10 ILCS 5/17-16.1]. Any candidate who is required to file a certificate of qualifications (assessor, multi-township assessor) to participate as a candidate should file such certificate with the declaration of intent form [35 ILCS 200/2-45(b)].

Write-in candidates are not nominated for an office at the Consolidated Primary unless the number of votes received equals or exceeds the number of signatures required on a nominating petition for that office; or unless the number of votes received exceeds the number of votes received by at least one of the candidates whose name was printed on the Consolidated Primary ballot for that office; or unless the number of candidates whose names appear on the ballot equals or exceeds the number of persons the party is entitled to nominate to that office. [10 ILCS 5/7-59(c)]

For nonpartisan municipal primaries if the name of only one candidate for a particular office appeared on the primary ballot, the name of the person having the largest number of write-in votes shall not be placed upon the ballot at the general municipal election unless the number of votes received in the primary election by that person was at least 10% of the number of votes received by the candidate for the same office whose name appeared on the primary ballot. [65 ILCS 5/3.1-25-40 (b)]

Within five days following the completion of the canvass of results for the Consolidated Primary Election or prior to taking office after the Consolidated Election, write-in candidates who are declared nominated or elected must file a Statement of Candidacy and a receipt for the filing of the Statement of Economic Interests. The filing of a Loyalty Oath form is optional. [10 ILCS 5/7-60.1] Any necessary qualification certificate that may be required for a particular office must

also be filed. The winning write-in candidates should be notified of these requirements by the election authority.

Upon the filing of the necessary documents following the Consolidated Election, the election authority shall issue a certificate of election to the write-in winners, upon their application. [10 ILCS 5/22-18]

If the nomination for any office in the Consolidated Primary is uncontested, an individual seeking to be a write-in candidate must file a declaration of intent to be a write-in candidate on or before the date of certification, December 29, 2016, which is 61 days prior to the Consolidated Primary. The declaration must be filed with the appropriate office with whom nomination papers for such office are filed. [10 ILCS 5/7-5(d)]

REQUIREMENTS FOR FILING NOMINATING PAPERS

A. GENERAL FILING REQUIREMENTS

1. Candidates are strongly advised to obtain legal counsel regarding their qualifications for office, the proper method for completing the petition forms for a specific office, the minimum and maximum number of signatures required, the qualifications of the signers and circulators, etc.

NOTE: Candidates should contact the election authority or the local election official who is responsible for receiving the filing of the petition for nomination and/or election to office for further information as to the specific number of signatures required on a nominating petition for a specific office (or for the data needed to calculate that number).

2. Candidates in jurisdictions using the partisan format may file for office in the following manner:
 - a. as a candidate of an established political party;
 - b. as a candidate of a new political party; or
 - c. as an independent candidate;
3. Candidates must file on a non-partisan basis in units of government where it is required that all candidates file on a nonpartisan basis. (See page 6)
4. Candidates must file the following papers, except as noted:
 - a. Statement of Candidacy;
 - b. Receipt for the filing of a Statement of Economic Interests;
 - c. (OPTIONAL) Loyalty Oath;
 - d. Certificate of qualifications when applicable (e.g., township/multi-township assessors).
 - e. Nominating petition sheets (containing a sufficient number of **original** signatures) or Certificate of Nomination by party caucus;

NOTE: Certificate of Officers Authorized to Fill Vacancies (new party filings only). A new political party petition must have attached thereto a certificate (SBE Form P-8C) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file the certificate will not invalidate the petitions but will preclude the new party form being able to fill any vacancy that may occur. [See

Peoples Independent Party v. Petroff, 191 Ill. App 3d 706, 138 Ill. Dec. 915, 548 N.E. 2d 145 (5th Dist. 1989)]

5. Election laws prescribe the general format to be submitted when seeking nomination to each office. The State Board of Elections has prepared **suggested** forms for petitions, statements of candidacy, etc., and the official SBE form number to be used is included under each office listed in this guide.

Local election officials are advised to contact their election authority (county clerk, board of election commissioners) regarding the availability of forms, and all suggested forms are available to be copied from the back of this guide. Forms are also available for purchase from election supply companies.

6. A candidate's nomination papers may be challenged by the filing of an objection. The deadline for filing objections is five business days after the last day of the filing period. Objections to all nominating papers are heard by the proper electoral board as designated in the Election Code and decisions of the electoral board are subject to judicial review. [10 ILCS 5/10-8 through 10-10.1] See page 59.

7. Petitions may be filed by mail or in person by either the candidate or a representative of the candidate.

- a. Information on where to file is included under each office as listed elsewhere in this guide.
- b. Filings must be made within the appropriate filing period; see page "iv."
- c. Filings must be received no earlier than 8:00 a.m. or the normal opening hour of such office, whatever the case may be, on the first day of the appropriate filing period and no later than 5:00 p.m. or the close of business, whichever is later, on the last day of that filing period. [10 ILCS 5/1-4, 7-12(6), 10-6.2]

Welsh vs. Education Officer's Electoral Board, 322 Ill.App.3d 568, 750 N.E. 2d 222, 255 Ill.Dec. 641 (1st Dist. 2001)

NOTE: The State Board of Elections will **NOT ACCEPT** any petition for filing after 5:00 p.m. on the last day of the filing period. This applies to any individual(s) waiting in line as of the 5:00 p.m. deadline who has not yet filed his/her petition(s).

- d. Petitions sent by mail (United States Post Office only) and received **AFTER** midnight of the first day for filing and in the **first United States Postal Service delivery** of that day shall be deemed filed as of 8:00 a.m. of the day or as of the normal opening hour of such day, as the case may be. Candidates who file by mail with the State Board of Elections and wish to qualify for the lottery, must **mail** petitions to the **State Board of Elections, 2329 South**

MacArthur Blvd, Springfield, IL 62704-4503. (The State Board of Elections no longer maintains a P.O. Box) Nominating petitions received through other delivery systems are not considered "mail" and will not be included in the lottery. It is important to note that petitions received **BEFORE** the first day of filing cannot be accepted. [10 ILCS 5/7-12(6), 10-6.2]

8. Ballot Position Lottery:

- a. The lottery is held within nine days following the last day to file petitions.
- b. Petitions filed in person at 8:00 a.m. on the first filing day or at the normal opening hour of such day, as the case may be and petitions filed by mail and received in the first mail delivery of the first filing day are included in the lottery drawing to determine the first ballot position.
- c. Petitions filed in person after 8:00 a.m. on the first filing day or after the normal opening hour of such day, as the case may be, and petitions filed by mail and received after the first mail delivery of the first filing day are not included in the lottery drawing and are placed on the ballot in the order filed. [10 ILCS 5/7-12(6), 8-9,10-6.2]
- d. Two or more petitions filed within the last hour of the filing deadline (between 4:00 p.m. and 5:00 p.m. on the last filing day) shall be deemed filed simultaneously and are included in the lottery drawing to determine the final ballot position. [10 ILCS 5/7-12(6), 8-9(2), 10-6.2]

9. Multiple Filings

If multiple sets of nomination papers are filed for a candidate for the same office, the State Board of Elections, appropriate election authority or local election official where the petitions are filed shall, within two (2) business days, notify the candidate of his/her multiple petition filings and that the candidate has three (3) business days after receipt of the notice to notify the State Board of Elections, appropriate election authority or local election official that he or she may cancel prior sets of petitions. If the candidate notifies the State Board of Elections, appropriate election authority or local election official, the last set of petitions filed shall be the only petitions to be considered valid. If the candidate fails to notify the State Board of Elections, appropriate election authority or local election official, then only the first set of petitions filed shall be valid and all subsequent petitions shall be void. [10 ILCS 5/7-12(11), 8-9(4), 10-6.2]

NOTE: If petitions for nomination have been filed for the same person with respect to more than one political party, his/her name shall not be certified for the primary ballot of any party. If petitions for nomination have been filed for the same person for two or more offices which are incompatible, a person must withdraw (SBE Form P-25) as a candidate for all but one of such offices within the 5 business days following the last day for petition filing or his/her name shall not be certified for the primary ballot

for any office. Judicial candidates at the circuit court level are limited to filing a petition for one circuit court vacancy and/or a petition for one sub circuit vacancy in any filing period. [10 ILCS 5/7-12(9)]

The Office of the Illinois Attorney General has issued a number of opinions on incompatibility of offices. For questions concerning the same, contact the Opinions Division of the Attorney General's office at 217/782-9070.

10. A candidate for whom nomination papers have been filed as a partisan candidate at a Consolidated Primary Election, and who is defeated for his/her nomination at the Consolidated Primary Election, **is ineligible** for nomination as a candidate of another political party or as an independent candidate and **is prohibited** from filing a declaration of intent to be a write-in candidate for that Consolidated Election.

A candidate seeking election to an office for which candidates of a political party are nominated by caucus who is a participant in the caucus and who is defeated for his/her nomination at such caucus, **is ineligible** for nomination as a candidate of another political party or as an independent candidate, new party candidate and **is ineligible** from filing a declaration of intent to be a write-in candidate for that Consolidated Election.
[10 ILCS 5/17-16.1, 7-61, 10-3, 18-9.1]

Nonpartisan candidates for municipal office who are defeated at the Consolidated Primary are **ineligible** to file a declaration of intent to be a write-in candidate for the Consolidated Election.
[10 ILCS 5/17-16.1, 18-9.1]

B. NOMINATING PETITION SHEETS

1. Petition Sheet Heading
 - a. The top portion (heading) of the nominating petition pages which include information relative to the election, the candidate, the office and political party, as applicable, must be completed prior to the circulation of the petition sheet.
 - b. **The State Board of Elections will certify each candidate's name as it appears on the first numbered page of the petition.** (Other Election Authorities may follow a different policy with regard to petitions filed with them).
 - c. The candidate's given name or names, initial or initials, nickname by which the candidate is commonly known, or a combination thereof, may be used in addition to the candidate's surname. No other designation such as a political slogan, title, degree or nickname suggesting or implying possession of a title, degree or professional status, or similar information may be used in connection with the candidate's surname.
[10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e)]

NOTE: If a candidate has changed his or her name, whether by a statutory or common law procedure in Illinois or any other jurisdiction, within 3 years before the last day for filing the petition or certificate for that office, whichever is applicable, then (i) the candidate's name on the petition or certificate must be followed by "formerly known as (list all prior names during the 3-year period) until name changed on (list date of each such name change)" and (ii) the petition or certificate must be accompanied by the candidate's affidavit stating the candidate's previous names during the period specified in (i) and the date or dates each of those names was changed; failure to meet these requirements shall be grounds for denying certification of the candidate's name for the ballot or removing the candidate's name from the ballot, as appropriate, but these requirements do not apply to name changes resulting from adoption to assume an adoptive parent's or parents' surname, marriage to assume a spouse's surname, or dissolution of marriage or declaration of invalidity of marriage to assume a former surname.

[10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16.3(e)]

- d. A political slogan is defined as any word or words expressing or connoting a position, opinion or belief that the candidate may espouse, including but not limited to any word or words conveying any meaning other than that of the personal identity of the candidate. A candidate may not use a political slogan as part of his or her name on the ballot, notwithstanding that the political slogan may be part of the candidate's name.

[10 ILCS 5/7-17(b), 16-3(e)]

NOTE: The State Board of Elections, a local election official or an election authority shall not certify to any election authority any candidate name designation that is inconsistent with this statutory reference. [10 ILCS 5/7-17(c), 16-3(f)]

- e. The form of name on the petition sheets must match the form of name on the Statement of Candidacy. **THE CANDIDATE'S NAME SHOULD APPEAR IN EXACTLY THE SAME FORM ON THE PETITION SHEETS, STATEMENT OF CANDIDACY AND LOYALTY OATH.**

The State Board of Elections will certify each candidate's name as it appears on the first numbered page of the petition (Other Election Authorities may follow a different policy with regard to petitions filed with their offices). Failure to match the name on the petition to the name on the Statement of Candidacy may result in the candidate not being certified for ballot.

- f. Petitions of candidates for specified offices, which are to be filed with the same officer, may contain the names of 2 or more candidates of the same political party for the same or different offices. However, each candidate must submit his or her individual Statement of Candidacy, receipt for filing the Statement of Economic Interests and optional Loyalty Oath.
[10 ILCS 5/7-10]
- g. Each sheet of the petition other than the statement of candidacy and candidate's statement shall be of uniform size and contain above the space for signatures an appropriate heading. The heading must provide the name of the candidate(s) in whose behalf the petition is signed, the office sought, the political party represented, and the place of residence. The heading of each sheet shall be the same. [10 ILCS 5/7-10, 10-4]
- h. Petition sheets which are filed with the proper local election official, election authority or the State Board of Elections must contain the **original** signatures of the voters and the original signature of the circulator thereof, and shall not be photocopies or duplicates of such sheets.
[10 ILCS 5/7-10, 8-8, 10-4]

2. Petition Circulator

- a. A petition circulator must be: (1) 18 years of age or older and a citizen of the United States or, (2) 17 years of age and will be 18 years of age on the date of the immediately following general or consolidated election, and is otherwise qualified to vote. **The circulator must personally witness all signatures given and sign the certificate required stating that all signatures were taken in his or her presence.** No one may be considered a circulator of any petition page except the person who signs the circulator's statement.
[10 ILCS 5/7-10, 8-8,10-4]
- b. Petition sheets must not be circulated more than 90 days preceding the last day for the filing of the petitions. The circulator's statement on a candidate's petition must specify either the dates on which the sheets were circulated, the first and last dates on which the sheet was circulated or that none of the signatures on the sheet were signed more than 90 days preceding that last day for filing of the petitions. [10 ILCS 5/7-10, 8-8, 10-4]

- 1) Petitions circulated for established political party candidates and nonpartisan candidates who are

required to file for the February 28, 2017 Consolidated Primary Election may be circulated starting August 30, 2016, for the filing period November 21-28, 2016.

- 2) Petitions circulated for independent candidates, new political party candidates and nonpartisan candidates who are required to file for the April 4, 2017 Consolidated Election may be circulated starting September 20, 2016, for the filing period December 12-19, 2016.
- c. A petition circulator may not circulate for more than one political party to be voted upon at the next election. [10 ILCS 5/10-4] Schober v. Young, 322 Ill.App.3d 996, 751 N.E. 2d 610, 256 Ill.Dec. 220 (4th Dist. 2001)
 - d. A petition circulator may not circulate for an independent candidate or candidates in addition to candidates for an established political party to be voted upon at the next election. [10 ILCS 5/10-4]
 - e. A petition circulator may not circulate for more than one new political party to be voted upon at the next election. [10 ILCS 5/10-4]
 - f. A petition circulator may not circulate for an independent candidate or candidates in addition to candidates for a new political party to be voted upon at the next election. [10 ILCS 5/10-4]
 - g. A petition circulator must witness all signatures on each sheet he circulates and signs as circulator. [10 ILCS 5/7-10, 10-4]
 - h. A petition circulator must complete the circulator's statement at the bottom of each petition sheet certifying address, age and citizenship information and also certifying that the signatures on that sheet were signed in his/her presence and are genuine and that to the best of his/her knowledge the persons so signing were duly registered voters of the political subdivision for which the candidate or candidates shall be nominated, or elected, and that their respective registration addresses are correctly stated therein. This statement shall be sworn to and signed before an officer authorized to administer oaths in Illinois. [10 ILCS 5/7-10, 8-8, 10-4]
 - i. Petition circulators shall indicate on such petition their residence address, written or printed, including the street address or rural route number of the circulator, as well as the circulator's city, village, or town. [10 ILCS 5/7-10, 10-4]

3. Petition Signers

- a. A signer **MAY NOT** sign petitions for a candidate of more than one political party for the same Primary Election. [10 ILCS 5/7-10]
- b. A signer may sign the petitions of one established political party for the Primary Election and one new political party or independent for the subsequent General Election. [10 ILCS 5/10-3]
- c. A signer must sign his/her own signature on the petition. The signer cannot sign for someone else, such as another member of his or her family. [10 ILCS 5/7-10, 10-4]
- d. A petition signer may change party affiliation from one election to another. Kusper v. Pontikes, 414 U.S. 51, 94 S. Ct. 303 (1973); Sperling v. County Officers Electoral Board, 57 Ill.2d 81, 309 N.E. 2d 589 (1974)
- e. Petition signers must be registered voters in the political subdivision in which the candidate is seeking nomination or election. [10 ILCS 5/7-10, 8-8, 10-2, 10-3, 10-4]
- f. Petition signers shall indicate on such petition their residence address, written or printed, including the street address or rural route number, as well as their city, village or town, county and state. However, the state, county, city, village and town of residence may be pre-printed on the petition form when all of the electors signing the petition form reside therein. Standard abbreviations may be used in writing the residence address. **A petition signer must be a registered voter from the address shown opposite his/her signature on the petition.** [10 ILCS 5/7-10, 3-1.2, 8-8, 10-4]
- g. Signatures may be stricken from the petition by the circulator or the candidate (SBE Form P-2A), prior to filing, in the following manner:
 - 1) The person striking the signature must initial the petition at the place where the signature is stricken [10 ILCS 5/7-10, 8-8, 10-3]
 - 2) The person striking the signature must sign a certification (such as SBE suggested form P-2A) listing the page number and line number of each signature stricken from the petition. Such certification shall be filed as part of the petition. [10 ILCS 5/7-10, 8-8, 10-3]
 - 3) The person striking signatures from independent candidate petitions must sign an additional certificate (SBE Form P-2B) specifying the number of certification pages listing stricken

signatures, which are attached to the petition, and the page numbers indicated on such certifications. This additional certificate must be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and before the certifications of stricken signatures (SBE Form P-2B-NOTE: this last step is required statutorily only for independent candidates) . [10 ILCS 5/10-3]

- 4) All of the foregoing requirements are necessary to effect a valid striking of any signature

4. Petition Preparations [10 ILCS 5/7, 5/8, 5/10]

- a. The petition signature sheets must be **original** and of **uniform size**.
- b. The petition **signature** sheets must be numbered consecutively, beginning with the top sheet as number "1."
- c. The following original documents are to be attached (preferably on top) to the nominating petition signature sheets:
 - 1) Statement of Candidacy;
 - 2) (OPTIONAL) Loyalty Oath;
 - 3) Receipt for filing the Statement of Economic Interests (not required for federal or party office). The receipt may be filed at any time during the filing period and will not change the initial date and time of filing. (Candidates for county office need only file the statement itself.)

The above documents are NOT page numbered.

- 4) Any certifications related to the striking of signatures shall be attached immediately following the last petition page and numbered consecutively beginning with the number "1."
[10 ILCS 5/7-10, 8-8, 10-3]
- 5) For all new political party petitions, the petition must have attached thereto a certificate (SBE Form P-8C) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file the certificate will result in the party forfeiting its right to fill vacancies in nomination, but will not invalidate the petition. [10 ILCS 5/10-5, 10-11]
- 6) Any other documentation, which may be required to qualify for a specific office.

- d. The petition signature sheets must be **neatly fastened together** in book form by fastening them together at one edge in a secure and suitable manner.

NOTE: A petition once filed shall not be altered or added to. However, the receipt for an economic interest statement filing may be filed no later than 5:00 p.m. on the last day on which nomination papers may be filed. [10 ILCS 5/7-10, 7-12, 10-4, 10-5]

C. STATEMENT OF CANDIDACY [10 ILCS 5/7-10, 8-8, 10-5]

1. Each candidate, whether an individual candidate or one who's name appears on a group petition or certificate of nomination, must complete and file a Statement of Candidacy. The form of the candidate's name, as printed and signed, should match the name as printed on the petition. Furthermore, the address of the candidate; the office for which the person is a candidate; political party designation, if applicable; and statements that the person is qualified for the office specified, should also match the information as printed on the petition. See each individual office in this guide for the recommended SBE Statement of Candidacy form. **THIS STATEMENT MUST ACCOMPANY THE NOMINATION PAPERS.**
2. In the designation of the name of a candidate on a petition for nomination or certificate of nomination, the candidate's given name or names, initial or initials, a nickname by which the candidate is commonly known, or a combination thereof, may be used in addition to the candidate's surname. The State Board of Elections will certify each candidate's name as it appears on the first numbered page of the petition. Other filing officers may refer to other documents such as the Statement of Candidacy when determining the actual name to be certified. No other designation such as a "**POLITICAL SLOGAN**", title, degree or professional status, or similar information may be used in connection with the candidate's surname. [10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e)]

NOTE: If a candidate has changed his or her name, whether by a statutory or common law procedure in Illinois or any other jurisdiction, within 3 years before the last day for filing the petition or certificate for that office, whichever is applicable, then (i) the candidate's name on the petition or certificate must be followed by "formerly known as (list all prior names during the 3-year period) until name changed on (list date of each such name change)" and (ii) the petition or certificate must be accompanied by the candidate's affidavit stating the candidate's previous names during the period specified in (i) and the date or dates each of those names was changed; failure to meet these requirements shall be grounds for denying certification of the candidate's name for the ballot or removing the candidate's name from the ballot, as appropriate, but these requirements do not apply to name changes resulting from adoption to

assume an adoptive parent's or parents' surname, marriage to assume a spouse's surname, or dissolution of marriage or declaration of invalidity of marriage to assume a former surname.

[10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e)]

3. The candidate must swear to or affirm and sign the Statement of Candidacy and the statement must be notarized.
4. A person who filed a statement of candidacy for a partisan office as a qualified primary voter of an established political party or who voted the ballot of an established political party at a general primary election may not file a statement of candidacy as a candidate of a different established political party or as an independent candidate for a partisan office to be filled at the general election immediately following the general primary for which the person filed the statement or voted the ballot. A person may file a statement of candidacy for a partisan office as a qualified primary voter of an established political party regardless of any prior filing of candidacy for a partisan office or voting the ballot of an established political party at any prior election. [10 ILCS 5/7-43]

D. STATEMENT OF ECONOMIC INTERESTS – RECEIPT

1. Each candidate must file a receipt indicating that he or she has filed a Statement of Economic Interests as required by the Illinois Governmental Ethics Act. [10 ILCS 5/7-10, 7-12, 8-8, 10-5; 5 ILCS 420/1-101 et seq.]
EXCEPTION: The receipt is not required if the Statement of Economic Interests is filed with the same officer with which the nominating papers are filed. (i.e. county officers) [10 ILCS 5/7-12(8)]
2. Candidates are advised to file their receipt at the same time they file their nominating petitions. While the receipt need not accompany the nominating petitions at the time of filing, it must be filed no later than 5:00 p.m. on the last day to file the petitions. **THE DATE AND TIME AT WHICH A NOMINATING PETITION WAS FILED IS NOT CHANGED WHEN THE RECEIPT OF ECONOMIC INTERESTS IS FILED AT ANOTHER TIME DURING THE FILING PERIOD.** [10 ILCS 5/7-12, 10-5]
3. State Statement of Economic Interests forms may be obtained from the State Board of Elections or the Office of the Secretary of State. County Statement of Economic Interests forms may be obtained from the county clerk.
4. The completed Statement of Economic Interests form must be filed with the Secretary of State, Index Division, 111 East Monroe, Springfield, IL 62756, for candidates that file petitions with the State Board of Elections, or with the county clerk in the county in which the principal office of the unit of local government with which the person is associated is located. [5 ILCS 420/4A-106]
5. A Statement of Economic Interests filed for a different office may not be acceptable. If in doubt, consult with your county clerk or the Index Division

of the Secretary of State, 111 E. Monroe Street, Springfield, Illinois 62756.
(Telephone 217/782-7017)

E. LOYALTY OATH (Please note throughout the guide the filing of the Loyalty Oath is Optional)

The filing of the Loyalty Oath is optional. The following court cases have held that the requirement for filing the Loyalty Oath is unconstitutional: *Communist Party of Indiana v. Witcomb*, 94 S. Ct. 656 414 U.S. 441 (1974); *Communist Party of Illinois v. Ogilvie*, 357 F. Supp. 105 (N.D. Ill. 1972) and *Socialist Workers Party v. Ogilvie*, 357 F. Supp. 109 (N.D. Ill. 1972)

F. CAMPAIGN DISCLOSURE - NOTICE OF OBLIGATION

The official with whom nomination papers are filed, must provide to each candidate at the time he files his nomination papers a notice of obligation to comply with the Illinois Campaign Financing Act. However, if a candidate files his nomination papers by mail, or an agent of the candidate files his nomination papers, the clerk or secretary with whom the petitions were filed will send the notice to the candidate by first class mail. The notice will state that the manual of instructions and forms for statements required to be filed under Article 9 of the Election Code are available from the State Board of Elections.

Forms may also be downloaded from the State Board's website: www.elections.il.gov.

[10 ILCS 5/7-12(7), 9-16, 10-6.1; 60 ILCS 1/45-35]

G. IMPROPER USE OF PUBLIC FUNDS

No public funds shall be used to urge any elector to vote for or against any candidate or proposition, or be appropriated for political or campaign purposes to any candidate or political organization. This provision, however, shall not prohibit the use of public funds for dissemination of factual information relative to any proposition appearing on an election ballot, or for dissemination of information and arguments published and distributed pursuant to law in connection with a proposition to amend the Constitution of the State of Illinois. [10 ILCS 5/9-25.1]

H. FAIR CAMPAIGN PRACTICES ACT

[10 ILCS 5/29B et.seq.]

Candidates and committees are urged to abide by the provisions for campaigning outlined in the Fair Campaign Practices Act. This is a voluntary statement made and filed prior to an election, vowing that the candidate making the statement will conduct a positive, rather than a negative, campaign. Filling out and filing the "Code of Fair Campaign Practices" is voluntary.

The State Board of Elections and the county clerks shall accept, at all times prior to an election, all completed copies of the Code of Fair Campaign Practices that are properly subscribed to by a candidate or the chairman of a political committee in support of or opposition to a question of public policy, and shall retain them for public inspection until 30 days after the election.

COMMISSION FORM - MUNICIPAL

- OFFICE:** Mayor and Commissioners
- QUALIFICATIONS:** Qualified elector/registered voter.
Must not be arrears in the payment of any tax or other indebtedness due the municipality; must not have been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony.
[65 ILCS 5/3.1-10-5(a)(b)]
- RESIDENCY:** One-year residency in the municipality preceding the election. If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement.
[65 ILCS 5/3.1-10-5(a)(d)]
- SIGNATURE REQUIREMENTS:** Equal to at least 1% of the total vote cast for mayor at the last preceding mayoral election of the municipality. [65 ILCS 5/4-3-8]
- PETITION:** Nonpartisan, non-municipal or municipal-commission form, SBE Recommended Form P-4.
- STATEMENT OF CANDIDACY:** Filed with nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (OPTIONAL) Filed with nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS:** Filed with county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt.
[5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 days nor less than 106 days before the April 4, 2017 Consolidated Election).
- WHERE TO FILE:** Municipal Clerk, or in those municipalities which have a municipal Board of Election Commissioners, with the clerk of that Board.
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd, Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election.
[65 ILCS 5/3.1-10-15]

TERM OF OFFICE: 4 years and until their successors are elected and have qualified.
[65 ILCS 5/4-3-4]

MAYOR-ALDERMAN AND PRESIDENT-TRUSTEE FORM MUNICIPAL

NOTE: Candidates of established political parties file petitions to be placed on the Consolidated Primary Election ballot in municipalities of over 5,000 population.

Municipalities of 5,000 or less population may determine by ordinance, no later than November 15, 2016, that political parties shall nominate candidates for municipal offices by primary election in accordance with Article 7 of the Election Code.

[10 ILCS 5/7-1(b)]

OFFICE: Mayor or President, Alderman or Trustee, Clerk, Treasurer

Cities of 10,000 or fewer inhabitants may, by ordinance, allow for the appointment of a city treasurer. [65 ILCS 5/3.1-15-5]

Villages of fewer than 5,000 inhabitants may, by resolution, choose to have the clerk appointed by the village president with the concurrence of the village board. .
[65 ILCS 5/3.1-25-90(a)]

This procedure for election of officers includes municipalities which have adopted the managerial form and retained or later adopted the mayor-aldermanic or president-trustee form of electing their officers.
[65 ILCS 5/5-1-2]

QUALIFICATIONS: Qualified elector/registered voter.

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. [65 ILCS 5/3.1-10-5(a)(b)]

RESIDENCY: Mayor or President, Clerk, Treasurer and Trustee: One-year residency in the municipality preceding the Consolidated Election. If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement.
[65 ILCS 5/3.1-10-5(a)(d)]

Alderman must reside in the ward at least 1 year preceding their election. Trustees elected from districts must reside in their municipality at least 1 year preceding their election. Trustees elected by district in villages with a population of over 5,000, each of the districts shall be represented by one trustee who shall have been a resident of the district for at least six months immediately before his or her election in the first election after redistricting.

[65 ILCS 3.1-10-5(c), 3.1-25-75(a)(b)]

SIGNATURE

REQUIREMENTS:

Established Political Party Candidates

For president, mayor, trustee or clerk, at least .5% (.005) of the qualified **primary** electors of his or her **party** in the city, incorporated town, town or village. [10 ILCS 5/7-10(e)]

For alderman, at least .5% (.005) of the qualified primary electors of this or her **party** within his/her ward. [10 ILCS 5/7-10(e)]

In no event shall the number of required signatures be less than 25. [10 ILCS 5/7-10(e)]

The number of qualified primary electors is determined by taking the total vote cast for the candidate for such political party who received the highest number of votes in such political subdivision, ward or district at the last regular election at which an officer was regularly scheduled to be elected from that subdivision, ward or district. [10 ILCS 5/7-10]

In the case of an election for alderman or trustee of a municipality to be elected from a ward or district, for the first primary following a redistricting or the initial establishment of wards or districts, then by .5% of the total number of votes cast for the candidate of such political party who received the highest number of votes in the entire municipality at the last regular election which an officer was regularly scheduled to be elected from the entire municipality, divided by the number of wards or districts, but in any event not less than 25 qualified primary electors of his party in the ward or district. [10 ILCS 5/7-10(e)]

New Political Party Candidates - For the Consolidated Election, not less than 5% of the total number of persons who voted in the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. [10 ILCS 5/10-2]

For the first election following redistricting of municipal wards or districts, or for the first election following the initial establishment of such districts or wards in a municipality, a petition to form a new political party in a municipal ward or district shall be signed by qualified voters of the district or ward equal to not less than 5% of the total number of votes cast at the preceding municipal election, as the

case may be, for the municipal office voted on throughout the municipality for which the greatest total number of votes were cast for all candidates, divided by the number of districts or wards, but in any event not less than 25 qualified voters of the district or ward. In the case of a petition to form a new political party within a political subdivision in which officers are to be elected from districts and at-large, such petition shall consist of separate components for each district from which an officer is to be elected. [10 ILCS 5/10-2]

Independent Candidates - For the Consolidated Election, not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. [10 ILCS 5/10-3]

Example: If 1,000 voters cast ballots at the last regular election in the district or political subdivision, the formula of 5% - 8% would result in a signature requirement of 50 - 80. Illinois statutes [10 ILCS 5/10-3] require a difference of 50 between the minimum and maximum. Therefore, the signature requirement would be 50 - 100.

For the first election following redistricting of municipal wards or districts, or for the first election following the initial establishment of such districts or wards in a municipality, nomination papers for an independent candidate for alderman or trustee of such municipality, shall be signed by qualified voters of the district or ward equal to not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the total number of votes cast at the preceding general municipal election, as the case may be, for the municipal office voted on throughout such county or municipality for which the greatest total number of votes were cast for all candidates divided by the number of districts or wards, but in any event not less than 25 qualified voters of the district or ward.
[10 ILCS 5/10-3]

Non-Partisan:

City: For the Consolidated Primary Election, not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular election in the district or political subdivision in which such district or political subdivision voted as a unit for the election of officers to serve its respective territorial area. [10 ILCS 5/10-3, 10-3.1]

Village: 1% of the total vote cast at the last preceding election in the village for president. [65 ILCS 5/3.1-25-30]

PETITION: Established Party - SBE Form P-10 (for Primary)
New Party - SBE Form P-8 or P-8A (for Consolidated Election)
Independent - SBE Form P-3 (for Consolidated Election)
Nonpartisan - SBE Form P-5 (for Primary, as applicable)

CERTIFICATE OF OFFICERS: New Party officers authorized to fill vacancies in nomination - SBE Form P-8C

STATEMENT OF CANDIDACY: Filed with nominating petitions or filed with caucus certificate of nomination.

Established Party - SBE Form P-1(for Primary)
Established Party - SBE Form P-1K (Caucus)
New Party - SBE Form P-1D
Independent - SBE Form P-1B
Nonpartisan SBE Form P-1A

LOYALTY OATH: (Optional) Filed with nominating papers. SBE Form P-1C.

STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt.
[5 ILCS 420/4A-106]

FILING DATES: For established political party candidates and nonpartisan candidates filing for a primary, November 21-28, 2016 (not more than 99 nor less than 92 days prior to the Consolidated Primary). For new party candidates and independent candidates, December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election). Caucus certificates for nomination for established party candidates are filed December 12-19, 2016.

WHERE TO FILE: With the appropriate city or village clerk. In those cities having a Board of Election Commissioners, with the clerk of that Board.

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S MacArthur Blvd, Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later

than the first regular or special meeting of the corporate authorities in the month of June following the election. [65 ILCS 5/3.1-10-15]

TERM
OF OFFICE:

4 years. The term may be reduced to 2 years by referendum. [65 ILCS 5/3.1-10-65]. Any municipality of less than 500,000 population that originally voted to shorten terms may submit a proposition to lengthen terms. [65 ILCS 5/3.1-10-75(a)]

COUNCIL-MANAGER FORM OF GOVERNMENT - MUNICIPAL

Upon adoption of the managerial form of government, the procedures for electing municipal officers will remain the same as prior to the adoption of 65 ILCS, Article 5. A referendum may be approved by the voters to establish a different type of municipal organization in conjunction with the managerial form.

The council-manager form is the only form of municipal government covered (for election of officers) by Article 5 of 65 ILCS/5. Other cities and villages which have adopted Article 5 and have retained or later adopted the mayor-aldermanic form or the president-trustee village form will follow the provisions under Article 3.1 of 65 ILCS/5 for the election of officers. Cities and villages which have adopted or retained a commission form would follow provisions under Article 4 of 65 ILCS/5 for the election of officers.

Refer to the appropriate section of this guide for either mayor-aldermanic, president-trustee or commission form if the municipality is also a managerial form.

OFFICE: Mayor, Councilmen at-large (and part from districts in some cities), Clerk, Treasurer

QUALIFICATIONS: Qualified elector/registered voter.

A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. [65 ILCS 5/3.1-10-5(a)(b)]

RESIDENCY: One-year residency in the municipality preceding the election. If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement. [65 ILCS 5/3.1-10-5]

SIGNATURE REQUIREMENTS: Cities and villages that retained or later adopted Article 3.1 of 65 ILCS, see Mayor-Alderman and President-Trustee form for signature requirements.

If a city has adopted the nonpartisan form of government as authorized by Article VII of the Constitution, the signature requirements which applies would be those in 10 ILCS 5/10-3 of the Election Code (independent signature requirements) as authorized by the second paragraph of [10 ILCS 5/10-3.1.] (See page 25)

Signature requirements are governed by the form of government prior to the adoption of Council-Manager.

Council-Manager (formerly Commission):

1% of the total vote cast at the last preceding election in the municipality for mayor. [65 ILCS 5/4-3-8, 5/5-2-12]

Council-Manager (formerly nonpartisan President/Trustee):

1% of the total vote cast at the last preceding election in the village for president.

Council-Manager (formerly a city/village whose candidates ran as independents):

- Signature requirements are those set out for independent candidates in 10 ILCS 5/10-3 of the Election Code as authorized by 5/10-3.1 (second paragraph).

PETITION: Nonpartisan SBE Form P-5.

STATEMENT OF CANDIDACY: Filed with nominating petitions. Nonpartisan SBE Form P-1A.

LOYALTY OATH: (Optional) Filed with nominating petitions. SBE Form P-1C.

STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]

FILING DATES: November 21-28, 2016 (not more than 99 nor less than 92 days prior to the Consolidated Primary.

WHERE TO FILE: Filed with the municipal clerk. In those cities having a Board of Election Commissioners, with the clerk of that Board.

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd, Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: The terms of elected municipal officers shall commence at the first regular or special meeting of the corporate authorities after receipt of the official election results from the county clerk of the regular municipal election at which the officers were elected, except as otherwise provided by ordinance fixing the date for inauguration of newly elected officers of a municipality. The ordinance shall not, however, fix the time for inauguration of newly elected officers later than the first regular or special meeting of the corporate authorities in the month of June following the election. [65 ILCS 5/3.1-10-15]

TERM OF OFFICE: 4 years. The term may be reduced to 2 years by referendum. [65 ILCS 5/3.1-10-65]. Any municipality of less than 500,000 population who originally voted to shorten terms may submit a proposition to lengthen terms. 65 ILCS 5/3.1-10-75(a)]

MUNICIPAL – CITY OF CHICAGO

The City of Chicago is not currently scheduled to elect any officers in 2017.

(An election would be needed only to fill a vacancy in office)

Please contact the Chicago Board of Election Commissioners for further information as to whether any vacancies in office(s) exist that need to be filled by election in 2017.

QUALIFICATIONS: Qualified elector/registered voter. A person is not eligible to take the oath of office for a municipal office if that person is, at the time required for taking the oath of office, in arrears in the payment of a tax or other indebtedness due to the municipality or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. [65 ILCS 5/3.1-10-5 (a) (b)]

RESIDENCY: One year residency in the municipality preceding the election. If a person is a resident of a municipality immediately prior to the active duty military service of that person or that person's spouse, resides anywhere outside of the municipality during that active duty military service, and immediately upon completion of that active duty military service is again a resident of the municipality, then the time during which the person resides outside the municipality during the active duty military service is deemed to be time during which the person is a resident of the municipality for purposes of determining the residency requirement.[65 ILCS 5/3.1-10-5(d)]. For aldermen, one year residency in the ward preceding the election. [65 ILCS 20/21-14(a)]

SIGNATURE REQUIREMENTS: All nominations for mayor, city clerk, and city treasurer in the city shall be by petition. Each petition for nomination of a candidate must be signed by at least 12,500 legal voters of the city. [65 ILCS 20/21-28(b)]

PETITION: Nonpartisan SBE Form P- 5

STATEMENT OF CANDIDACY: Nonpartisan SBE Form P-1A.

LOYALTY OATH: (Optional) Filed with the nominating petitions, SBE Form P-1C.

STATEMENT OF ECONOMIC INTERESTS: Filed with the Cook County Clerk. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A – 106]

FILING DATES: November 21 – 28, 2016 (not more than 99 nor less than 92 days prior to the date of the Consolidated Primary)

WHERE TO FILE: Filed with the Chicago Board of Election Commissioners, 69 W. Washington, 6th Floor, Chicago, Illinois 60602

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the county clerk. (Voluntary – See Page 20)

TERM BEGINS: Mayor, clerk, treasurer and alderman terms begin at noon on the third Monday in May following the election. Terms begin on May 15, 2017 [65 ILCS 20/21–5(b), 20/21–12, 20/21–22(a)]

TERM OF OFFICE: 4 years. No person shall be elected to the office of city treasurer for two terms in succession. [65 ILCS 20/21-5(b), 20/21–12, 20/21–22(a)]

TOWNSHIP

OFFICE: Supervisor, Clerk, Assessor, Multi-Township Assessor, Trustees, and Highway Commissioner

QUALIFICATIONS: Qualified elector/registered voter. [60 ILCS 1/55-5]
(See assessor qualifications requirements on page 36 and 37)

RESIDENCY: One year resident of the township. [60 ILCS 1/55-5]

SIGNATURE REQUIREMENTS: **Established Political Party Candidates – Primary Election only**
At least .5% (.005) of the qualified primary electors of his party in the township. The number of qualified primary electors is determined by taking the total vote cast for the candidate for such political party who received the highest number of votes in such township at the last regular election at which an officer was regularly scheduled to be elected from that township.
[10 ILCS 5/7-10(e)]

New Political Party Candidates – Consolidated Election only
Not less than 5% of the total number of persons who voted at the last regular election in the township in which such township voted as a unit for the election of officers to serve its respective territorial area.
[10ILCS 5/10-3]

Independent Candidates – Consolidated Election only
Not less than 5% nor more than 8% (or 50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular elections in the township in which such township voted as a unit for the election of officers to serve its respective territorial area.
[10 ILCS 5/10-3]

Example: If 1,000 voters cast ballots at the last regular election in the township, the formula of 5% – 8% would result in a signature requirement of 50 – 80. Illinois statutes [10 ILCS 5/10-3] require a difference of 50 between the minimum and maximum. Therefore, the signature requirement would be 50 – 100.

PETITION: Established Party – SBE Form P-10 (Primary only)
New Party – SBE Form P-8 (Consolidated Election)
Independent – SBE Form P-3 (Consolidated Election)

STATEMENT OF CANDIDACY: Established Party – SBE Form P-1(Primary)
Established Party – SBE Form P-1K (Caucus)
New Party – SBE Form P-1D
Independent – SBE Form P-1B

LOYALTY OATH: (Optional) Filed with the nominating petitions.
SBE Form P-1C.

STATEMENT OF ECONOMIC INTEREST: Filed with the county clerk.
[5 ILCS 420 (et seq) and 60 ILCS 1/45-30] See page 19

PRIMARY ELECTION: If a determination to conduct a primary is made by the Township Central Committee, the Township Central Committee must file a statement of such determination with the county clerk no later than November 15, 2016. If the township or any part of the township is within the jurisdiction of a Board of Election Commissioners, the Township Central Committee shall notify the Board of Election Commissioners of such determination.
NOTICE: The option to hold a primary only applies to townships in counties having a population of more than 3,000,000, or in townships of more than 15,000 population in counties of less than 3,000,000. [60 ILCS 1/45-55]

CAUCUS: Township Caucus Date – December 6, 2016
Multi-township Caucus Date – December 7, 2016

Caucus nomination papers include: 1) Certification by the Chairman and Secretary of the Township Caucus of the names of all candidates for office in the township nominated at the caucus, 2) a Statement of Candidacy for each candidate, and 3) a receipt from the county clerk showing that each candidate has filed a Statement of Economic Interests by the last day on which nomination papers are filed. Candidates for township assessor and multi-township assessor must also file a certificate of qualifications (see pages 36-37). For a description of township caucus procedures, see SBE Township Caucus Guide for 2017.

The multi-township caucus is conducted by the multi-township political committee for all voters of the party in that district. The procedure is the same as in a single township caucus.

FILING DATES: Nomination by primary election, November 21-28, 2016 (not more than 99 nor less than 92 days prior to the Consolidated Primary).

New political party and independent candidates file during the December 12-19, 2016 filing period (not more than 113 nor less than 106 days prior to the Consolidated Election). Caucus certificates of nomination are filed during this filing period.

WHERE TO FILE: Township Clerk's office or Board of Election Commissioners. Multi-township assessor candidates file with the election authority. Candidate's for townships which lie wholly within the jurisdiction of a Board of Election Commissioners file with the Board of Election Commissioners. [10 ILCS 5/7-12(3), 60 ILCS 1/45-20(b)]

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd, Springfield, IL 62704 or 100 West Randolph, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: Township Supervisors and Township Clerks, third Monday of the month following their election - May 15, 2017. [60 ILCS 1/50-15(b)]

Township Trustees, third Monday of the month following their election and until their successors are elected and qualified – May 15, 2017. [60 ILCS 1/50-40]

Township Assessors and Multi-township Assessors – on January 1 following their election - January 1, 2018. [35 ILCS 200/2-45 (a) and 60 ILCS 1/50-15(c)]

Township Collectors – on January 1 following their election and qualification- January 1, 2018 [60 ILCS 1/50-15(a)]

Highway Commissioner – third Monday in May after his election and until their successors are elected and qualified – May 15, 2017. [605 ILCS 5/6-116]

TERM OF OFFICE: 4 years and until their successors are elected and qualified. [60 ILCS 1/50-5, 50-10(a), 50-40]

ASSESSOR QUALIFICATION REQUIREMENTS:

All candidates for township or multi-township assessor must file a certificate of qualifications from the Illinois Department of Revenue or the qualifying organization with their filing of nomination papers pursuant to the provisions of Section 2-45 of the Property Tax Code [35 ILCS 200/2-45]. Candidates for township assessor or multi-township assessor cannot be appointed, file nomination papers, or participate as a candidate in a caucus, primary, or general election unless a copy of the certificate of his/her qualifications is filed with the township clerk, board of election commissioners, or the election authority as required by the Election Code [10 ILCS 5/1-1 (et seq)]. Any candidate can qualify by meeting a higher qualification or designation than the minimum requirement for the office for which he/she is a candidate. **Candidates who are filing nomination papers in the year 2016 for the 2017 election, participating in a 2016 caucus or participating as a write-in candidate must meet one of the following minimum education requirements. The educational qualification for township or multi-township assessors is generally based upon the equalized assessed value (EAV) of the assessment jurisdiction.**

In an introductory assessment jurisdiction with \$10 million or less in non-farm EAV and less than \$1 million in commercial and industrial EAV in Section 2-45(b) of the Property Tax Code [35 ILCS 200/2-45(b)] a candidate must possess one of the following qualifications:

1. Passed the **Township Assessor-Introductory Course** offered by the Illinois Department of Revenue (IDOR).
2. Passed the **Basic Course** offered by the Illinois Property Assessment Institute prior to January 1, 1997.
3. Possess a designation approved for larger assessment jurisdictions.

In an intermediate assessment jurisdiction with more than \$10 million in non-farm EAV and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV, the qualifications will be based upon whether the candidate was previously elected in any such jurisdiction.

1. **If the candidate has not been previously elected** to office in an assessment jurisdiction that had more than \$10 million and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV in Section 2-45 (d) of the Property Tax Code [35 ILCS 200/2-45 (d)] the candidate must meet one of the requirements for an introductory assessment jurisdiction.
2. **If the candidate was previously elected** to office in an assessment jurisdiction that had more than \$10 million and less than \$25 million in non-farm EAV and less than \$1 million in commercial and industrial EAV in Section 2-45 (d) of the Property Tax Code [35 ILCS 200/2-45 (d)] the candidate must meet one of the designation requirements for a larger assessment jurisdiction.

In a larger assessment jurisdiction with more than \$25 million in non-farm EAV or more than \$1 million in commercial and industrial EAV a candidate must possess one of the following designations in Section 2-45 (c) of the Property Tax Code [35 ILCS 200/2-45(c)]:

1. A Certified Illinois Assessment Officer (CIAO) from the Illinois Property Assessment Institute.
2. A Certified Assessment Evaluator (CAE) or Residential Evaluation Specialist (RES) designation from the International Association of Assessing Officers (IAAO).
3. A Residential Member (RM), Member Appraisal Institute (MAI), Senior Real Estate Analyst (SREA), Senior Real Property Appraiser (SRPA), or Senior Residential appraiser (SRA) designation from the Appraisal Institute.
4. A Member (IFA), Senior Member (IFAS), or Appraiser-Counselor (IFAC) from the National Association of Independent Fee Appraisers.
5. A Member (ASA) designation from the American Society of Appraisers.

Candidates who are planning to use either the Introductory Course in Assessment Practices or the Certified Illinois Assessing Officer designation will need to contact the Illinois Department of Revenue at (217) 785-6636 for a Certificate of Qualifications. Candidates who are planning to use one of the other approved designations in Section 2-45 will need to request a letter of qualification from those organizations. The letter of qualification from other organizations should specify the type of designation, membership status, and the time period for which the candidate qualifies.

Anyone with questions regarding the educational requirements for township or multi-township assessor may call the Illinois Department of Revenue at (217) 785-6636.

**ROAD DISTRICT
(Commission Form Counties)**

OFFICE: Highway Commissioner and Road District Clerk. In commission form counties, the district clerk is elected in the same manner as the highway commissioner.

QUALIFICATIONS: Qualified elector/registered voter. [605 ILCS 5/6-115]

RESIDENCY: One year resident in the district. [605 ILCS 5/6-115]

SIGNATURE REQUIREMENTS: **Established Political Party Candidates – Primary Election Only**
At least .5% (.005) of the qualified primary electors of his party in the road district. The number of qualified primary electors is determined by taking the total votes cast for the candidate for such political party who received the highest number of votes in such road district at the last regular election at which an officer was regularly scheduled to be elected from that road district. (For the actual number required, contact your Road District Clerk.)
[10 ILCS 5/7-10(e)]

New Political Party Candidates – Consolidated Election only
Not less than 5% of the total number of persons who voted at the last regular election in the road district in which such road district voted as a unit for the election of officers to serve its respective territorial area. [10 ILCS 5/10-2]

Independent Candidates – Consolidated Election only
Not less than 5% nor more than 8% (50 more than the minimum, whichever is greater) of the number of persons who voted at the last regular election in the road district in which such road district voted as a unit for the election of officers to serve its respective territorial area. [10 ILCS 5/10-3]

Example: If 1,000 voters cast ballots at the last regular election in the township, the formula of 5% – 8% would result in a signature requirement of 50 – 80. Illinois statutes [10 ILCS 5/10-3] require a difference of 50 between the minimum and maximum. Therefore, the signature requirement would be 50 – 100.

PETITION: Established Party – SBE Form P-10
New Party – SBE Form P-8
Independent – SBE Form P-3

STATEMENT OF CANDIDACY: Established Party – SBE Form P-1
New Party – SBE Form P-1D
Independent: SBE Form P-1B

LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.

STATEMENT OF ECONOMIC INTEREST: Filed with the county clerk. See page 19

FILING DATES: Nomination by primary election, November 21-28, 2016, not more than 99 nor less than 92 days prior to the Consolidated Primary.

For new political party candidates and independents, the filing period is December 12-19, 2016 not more than 113 nor less than 106 days prior to the Consolidated Election.

WHERE TO FILE: Road District Clerk

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk (Voluntary - see page 20.)

TERM BEGINS: Third Monday in May (May 15, 2017), after the election. [605 ILCS 5/6-116]

TERM OF OFFICE: Four years, and until a successor is elected and qualified. [605 ILCS 5/6-116]

PARK DISTRICT

- OFFICE:** Park Commissioner, Trustee
- QUALIFICATIONS:** Qualified elector/registered voter. A person is not eligible to serve as park commissioner if that person is in arrears in the payment of a tax or other indebtedness due to the park district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. [70 ILCS 1205/2-11]
- RESIDENCY:** Commissioner must be resident of the Park District at least one year prior to the election. [70 ILCS 1205/2-11]
Pleasure Driveway and Park District trustees shall be legal voters of and reside within the park district. [70 ILCS 1205/2-15]
- SIGNATURE REQUIREMENTS:** Signature requirements for general park district commissioners and pleasure driveway and park district Trustees: Petition must be signed by not less than 2% of the number of ballots cast at the last election for trustee or commissioner in the district, but in no case by less than 25. [70 ILCS 1205/2-11, 2-17]
- PETITION:** Nonpartisan SBE Form P-4.
- STATEMENT OF CANDIDACY:** Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE:** Park District Secretary.
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd, Springfield, IL 62704 or 100 West Randolph, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT:** Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)
- TERM BEGINS:** Commissioners and Pleasure Driveway and Park District Trustees shall serve until their successors are elected and qualified. [70 ILCS 1205/2-12, 2-15]

TERM OF OFFICE:

5 Commissioners: 6-year term. [70 ILCS 1205/2-12]

7 Commissioners: 6-year term, by resolution or referendum. [70 ILCS 1205/2-10(a)]

5-7 Commissioners: 4-year term, by resolution or referendum. [70 ILCS 1205/2-12(a)]

Pleasure Driveway and Park District

President and 6 trustees: 4-year term. [70 ILCS 1205/2-15]

Township Park District

3 Commissioners: 6-year term. [70 ILCS 1205/2-19]

PUBLIC LIBRARY DISTRICT

OFFICE:	Public Library District Board - Trustee
QUALIFICATIONS:	Qualified elector/registered voter.
RESIDENCY:	Resident of Public Library District.
SIGNATURE REQUIREMENTS:	A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. [75 ILCS 16/30-20]
PETITION:	Nonpartisan SBE Form P-4.
STATEMENT OF CANDIDACY:	Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
LOYALTY OATH:	(Optional) Filed with the nominating petitions. SBE Form P-1C.
STATEMENT OF ECONOMIC INTERESTS	Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
FILING DATES:	December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
WHERE TO FILE:	Library District Secretary.
CAMPAIGN DISCLOSURE:	Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd, Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
FAIR CAMPAIGN PRACTICES ACT:	Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)
TERM BEGINS:	The third Monday (May 15, 2017) of the month following the regular election of trustees. [75 ILCS 16/30-10 and 16/30-40] Within 74 days after their election or appointment, the incumbents and new trustees shall meet to organize the board.
TERM OF OFFICE:	7 Trustees: 6-year terms. The library board by resolution may change to 4- year terms. [75 ILCS 16/30-10]

LIBRARY (Municipal - Township)

- OFFICE:** Local Library Board - Trustee (In villages under the Commission form of government, the Library Board of Trustees are appointed by the village council.) [75 ILCS 5/4-2]
- QUALIFICATIONS:** Qualified elector/registered voter.
- RESIDENCY:** Resident of incorporated town, village or township involved. [75 ILCS 5/4-3.3]
- SIGNATURE REQUIREMENTS:** Petition must be signed by at least 25 legal voters residing in the incorporated town, village (except a village under the Commission form of government) or township. [75 ILCS 5/4-3.3]
- PETITION:** Nonpartisan SBE Form P-4.
- STATEMENT OF CANDIDACY:** Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE:** Appropriate local municipal or township clerk.
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT:** Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)
- TERM BEGINS:** Trustees hold office until their successors are elected and qualified. [75 ILCS 5/4-3.1] Within 60 days after their election the trustees shall meet and organize. [75 ILCS 5/4-6]
- TERM OF OFFICE:** 7 Trustees: 6 years for incorporated towns, villages, and library boards. (Library Board may change to 4-year terms by resolution.) [75 ILCS 5/4-3.1]
- 7 Trustees: 4 years for Township Public Libraries. [75 ILCS 5/4-3.2]

**REGIONAL BOARD OF SCHOOL TRUSTEES
(Regional Office of Education)**

OFFICE: Regional Board of School Trustee

The regional board of school trustees, in both single-county and multi-county educational service regions, shall consist of seven members. In single county regions, not more than one trustee may be a resident of any one congressional township; however, in case there are fewer than seven congressional townships in the region, then not more than two of such trustees may be residents of the same congressional township. In two-county regions, at least two trustees shall be residents of each county. In regions of three or more counties, at least one trustee shall be a resident of each county. If more than seven counties constitute the educational service region, the regional board of school trustees consists of one resident of each county.
[105 ILCS 5/6-2]

QUALIFICATIONS: Qualified elector/registered voter. No person shall be eligible for the office who is not a voter of the Educational Service Region and qualified to vote in the election for members of the Regional Board of School Trustees, or who is a member of a school board, or who is a school board employee or who holds any county office.
[105 ILCS 5/6-3]

RESIDENCY: Must be resident of the educational service region.
[105 ILCS 5/6-3]

SIGNATURE REQUIREMENTS: Petition must be signed by at least 50 qualified voters from the educational service region. In addition, the petition shall specify the county and township (or road district) of the candidate's residence.
[105 ILCS 5/6-10]

PETITION: Single county Regional School Trustee: SBE Form P-21A
Multi-county Regional School Trustee: SBE Form P-21

STATEMENT OF CANDIDACY: Filed with the nominating petitions. Nonpartisan SBE Form P-1A.

LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.

STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt.
[5 ILCS 420/4A-106]

FILING DATES: December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).

WHERE TO FILE: Single county region candidates file with the county clerk.
Multi-county region candidates file with the State Board of Elections.

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: Third Monday in May following election. (May 15, 2017)
[105 ILCS 5/6-17]

TERM OF OFFICE: 7 members: 6-year terms. [105 ILCS 5/6-17]

BOARDS OF EDUCATION

- OFFICE:** Board of Education Member
- QUALIFICATIONS:** Qualified elector/registered voter and shall not be a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012 [105 ILCS 5/10-10]
- RESIDENCY:** Any person who, on the date of election, is a U.S. citizen of the age of 18 or over and a resident of the State and the territory encompassing the district for one year preceding the election is eligible. A member cannot serve as a school trustee. [105 ILCS 5/10-10]
- SIGNATURE REQUIREMENTS:** Petition must be signed by at least 50 qualified voters or 10% of the voters, whichever is less, residing within the district. [105 ILCS 5/9-10]
- PETITION:** Board of Education petition (at large) SBE Form P-7
Board of Education petition (districts 1 - 7) SBE Form P-7A
- STATEMENT OF CANDIDACY:** Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE:** Filed with the county clerk or the county board of election commissioners, as the case may be, of the county in which the principal office of the school district is located. [105 ILCS 5/9-10]
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT:** Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)
- TERM BEGINS:** Within 28 days after the election [105 ILCS 5/10-16]
- TERM OF OFFICE:** 4 years - may be changed to 6 years by referendum. [105 ILCS 5/9-5]

SCHOOL DIRECTOR
(In districts having a population fewer than 1,000)

and

TOWNSHIP LAND COMMISSIONERS*
(In counties having fewer than 220,000 population)

*In counties of fewer than 220,000 inhabitants containing townships with common school lands, there shall be three land commissioners elected in the same manner as provided for election of school directors. [105 ILCS 5/15-24]

OFFICE: School Director and Township Land Commissioner

QUALIFICATIONS: Qualified elector/registered voter and is not a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012.
[105 ILCS 5/10-3]

RESIDENCY: Any person who, on the date of election, is a U.S. citizen of the age of 18 or over and a resident of the State and the territory encompassing the district for one year preceding the election.
[105 ILCS 5/10-3]

ELIGIBILITY: A land commissioner or director cannot serve as a school trustee or school treasurer. [105 ILCS 5/10-3]

SIGNATURE REQUIREMENTS: Petition must be signed by at least 25 qualified voters or 5% of the voters, whichever is less, residing within the district.
[105 ILCS 5/9-10]

PETITION: Board of Education petition. SBE Form P-7.

STATEMENT OF CANDIDACY: Filed with the nominating petitions. Nonpartisan SBE Form P-1A.

LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.

STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal officer of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the filing of the receipt. [5 ILCS 420/4A-106]

FILING DATES: December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).

WHERE TO FILE: School Director candidates file with the county clerk or the county board of election commissioners, as the case may be, of the county in which the principal office of the school district is located.
[105 ILCS 5/9-10]

Township Land Commissioner candidates file with the Township Land Commissioner's Secretary.

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: School Directors and Land Commissioners shall meet and organize within 28 days after the election by appointing one of their number president and another clerk. [105 ILCS 5/10-5, 10-16, 15-24]

TERM OF OFFICE: 4 years [105 ILCS 5/10-4]

TOWNSHIP TRUSTEES OF SCHOOLS (Cook County)

- OFFICE:** Trustee of Schools
- QUALIFICATIONS:** Qualified elector/registered voter.
- RESIDENCY:** Resident of township. If there are three or more school districts in a township, no two trustees shall reside, when elected, in the same school district; except that in townships in which at least 90% of the electors reside in one school district, this restriction shall not apply. [105 ILCS 5/5-3]
- ELIGIBILITY:** No person shall be eligible for the office of trustee of schools and school director or school board member simultaneously. [105 ILCS 5/5-3]
- SIGNATURE REQUIREMENTS:** At least 25 qualified voters of the school township. [105 ILCS 5/5-4]
- PETITION:** Petition for nomination of township school trustee. SBE Form P-22.
- STATEMENT OF CANDIDACY:** Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTEREST:** Filed with the Cook County Clerk- See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE:** Township School Treasurer. (Appointed by the Trustees of Schools) [105 ILCS 5/5-4]
- Filed with the county clerk or the county board of election commissioners, as the case may be, of the county in which the principal office of the school district is located. [105 ILCS 5/9-10]
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT:** Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: Third Monday of month following election. (May 15, 2017)
[105 ILCS 5/5-14]

TERM OF OFFICE: 6 years. [105 ILCS 5/5-13]

BOARD OF EDUCATION
(Under 105 ILCS 5/33 – Applies to City of Peoria Only)

OFFICE: Board of Education Member

MINIMUM AGE: 18 years

RESIDENCY: United States citizen and resident of the district for a least one year immediately preceding the election and shall not be a child sex offender as defined in Section 11-9.3 of the Criminal Code of 2012. [105 ILCS 5/33-2]

SIGNATURE REQUIREMENTS: At least 200 qualified voters of the district. [105 ILCS 5/33-2]

PETITION: Board of Education petition. SBE Form P-7A

STATEMENT OF CANDIDACY: Filed with the nominating petitions. Nonpartisan SBE Form P-1A.

LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.

STATEMENT OF ECONOMIC INTEREST: Filed with the Peoria County Clerk. (Receipt shall be filed with petitions or by last day of the filing period) See Page 19 regarding filing of the receipt. [5 ILCS 420/4A-106]

FILING DATES: December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election)

WHERE TO FILE: Peoria Board of Election Commissioners.

CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.

FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20)

TERM BEGINS: All terms shall commence July 1, 2017 following the election.

TERM OF OFFICE: 5 years. May be changed to 4-year terms by referendum. [105 ILCS 5/33-1, 33-1(a)]

COMMUNITY COLLEGE DISTRICT

NOTE: Southwestern Illinois Community College District Trustees (522) and Lincoln Land Community College District Trustees (526) run from separate sub-districts; all others run at-large.

- OFFICE: Trustee
- QUALIFICATIONS: Qualified elector/registered voter.
- RESIDENCY: Citizen of the United States, of the age of 18 years or over, and a resident of the State and the territory which on the date of the election is included in the community college district for at least one year immediately preceding the election. Residency for Lincoln Land Community College (526) must be a resident of the district for one year preceding the election. [110 ILCS 805/2-12.1, 3-7(c)]
- SIGNATURE REQUIREMENTS: At least 50 qualified voters or 10% of the voters, whichever is less, residing within the district. [110 ILCS 805/3-7.10]
- PETITION: Community College petition. SBE Form P-6.
Southwestern Illinois Community College. SBE Form P-6A.
Lincoln Land Community College. SBE Form P-6A.
- STATEMENT OF CANDIDACY: Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES: December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE: With the Secretary of the Board of Community College District or designated representative. **If the Secretary is an incumbent board member seeking re-election, a disinterested person must witness the filing of the Secretary's petition.** [110 ILCS 805/3-7.10]
- CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: Following the canvass and within 28 days of the election
[110 ILCS 805/3-8]

TERM OF OFFICE: 6 Years [110 ILCS 805/3-7(b)]

Lincoln Land Community College (526) and Southwestern Illinois Community College (522): 4 or 6 years.

The trustees are divided into 2 groups, with terms of 4 & 6 years or 6 & 4 years. [110 ILCS 805/3-7c]

FIRE PROTECTION DISTRICT

- OFFICE:** Trustee
- QUALIFICATIONS:** Qualified elector/registered voter. No person is eligible to serve on the board of any fire protection district if that person has been convicted of a felony under the laws of this State or comparable laws of any other state or the United States or is in arrears in the payment of a tax or other indebtedness due to a fire protection district. [70 ILCS 705/10.1]
- RESIDENCY:** Resident of the fire protection district. [70 ILCS 705/4(a)]
- NOTE:** In the case of a multi-county district, the number of trustees for each county shall be proportional to the number of district residents from that county in relation to the district's total population. Not more than one trustee can be from a municipality unless that municipality has more than 50% of the population in the district. [70 ILCS 705/4(4)]
- SIGNATURE REQUIREMENTS:** At least 25 voters or 5% of the voters, whichever is less, residing within the district [70 ILCS 705/4a]
- PETITION:** Nonpartisan petition. SBE Form P-4-2.
- STATEMENT OF CANDIDACY:** Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE:** Secretary of the Fire Protection District Board.
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT:** Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)

TERM BEGINS: Third Monday in May following election (May 15, 2017).
[70 ILCS 705/4(a)]

TERM OF OFFICE: 6 years. [70 ILCS 705/4(a)]

FOX WATERWAY AGENCY

- OFFICE: Chairman
2 Directors to be elected from Lake County
1 Director to be elected from McHenry County
- QUALIFICATIONS: Registered voter at least 18 years of age. [615 ILCS 90/5]
- RESIDENCY: Must be a resident of a member county and the territory of the agency.
[615 ILCS 90/5]
- SIGNATURE REQUIREMENTS: For Directors, signatures of at least 200 registered voters of such county who reside within the territory of the agency. For Chairman, signatures of at least 200 registered voters of **each** member county who reside in the territory.
[615 ILCS 90/5]
- PETITIONS: Nonpartisan - SBE Form P-4-1.
- STATEMENT OF CANDIDACY: Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt.
[5 ILCS 420/4A-106]
- FILING DATES: December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election). [615 ILCS 90/5]
- WHERE TO FILE: Filed with the State Board of Elections 2329 S. MacArthur Blvd., Springfield, IL 62704
- CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk (Voluntary - see page 20.)
- TERM BEGINS: Third Monday (May 15, 2017) of the month following the election.
[615 ILCS 90/5]
- TERM OF OFFICE: 4 years. [615 ILCS 90/5]

FOREST PRESERVE DISTRICT

- OFFICE:** Commissioner
(In counties with a population of more than 30,000 but less than 90,000)
- QUALIFICATIONS:** Qualified elector/registered voter.
- RESIDENCY:** Must be a resident of the forest preserve district. [70 ILCS 805/3.5(a)]
- SIGNATURE REQUIREMENTS:** Not less than 5% nor more than 8%, or 50 more than the minimum whichever is greater, of the number of persons who voted at the last regular election in the district or political subdivision in which the district or political subdivision voted as a unit for the election of officers to serve its respective territorial area.
[10 ILCS 5/10-3, 10-3.1]
- PETITION:** Nonpartisan petition. SBE Form P-4.
- STATEMENT OF CANDIDACY:** Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH:** (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt.
[5 ILCS 420/4A-106]
- FILING DATES:** December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE:** With the Secretary of the District.
- CAMPAIGN DISCLOSURE:** Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT:** Filed with the State Board of Elections or the county clerk (Voluntary - see page 20.)
- TERM BEGINS:** On the third Monday (May 15, 2017) of the month following the election. [70 ILCS 805/3.5]
- TERM OF OFFICE:** 5 Commissioners: 4-year terms. [70 ILCS 805/3.5(a)]

SPRINGFIELD METROPOLITAN EXPOSITION AND AUDITORIUM AUTHORITY

- OFFICE: Board Member
- QUALIFICATIONS: Registered voter. [70 ILCS 200/255-70]
- RESIDENCY: Qualified to vote within the metropolitan area [70 ILCS 200/255-70]
- SIGNATURE REQUIREMENTS: Nomination of a candidate for member of the Board shall be made by a petition filed with the county clerk, signed by at least 50 voters qualified to vote at the election. [70 ILCS 200/255-75]
- PETITION: Nonpartisan petition. SBE Form P-4.
- STATEMENT OF CANDIDACY: Filed with the nominating petitions. Nonpartisan SBE Form P-1A.
- LOYALTY OATH: (Optional) Filed with the nominating petitions. SBE Form P-1C.
- STATEMENT OF ECONOMIC INTERESTS: Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. See page 19 regarding the filing of the receipt. [5 ILCS 420/4A-106]
- FILING DATES: December 12-19, 2016 (not more than 113 nor less than 106 days prior to the Consolidated Election).
- WHERE TO FILE: Sangamon County Clerk
- CAMPAIGN DISCLOSURE: Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 100 West Randolph Street, Suite 14-100, Chicago, IL 60601.
- FAIR CAMPAIGN PRACTICES ACT: Filed with the State Board of Elections or the county clerk. (Voluntary - see page 20.)
- TERM BEGINS: Within 15 days of election [70 ILCS 200/255-90]
- TERM OF OFFICE: 4 year terms.
[70 ILCS 200/255-65, as modified by U.S District Court consent decree entered July 11, 1988]

OBJECTIONS TO NOMINATING PETITIONS

[10 ILCS 5/10-8 through 10-10.1]

- FILING OBJECTION PETITION:** Nomination papers shall be deemed to be valid unless objections are filed in writing (an original and two copies) within five business days after the last day for filing nomination papers. The objector's petitions are filed with the same office in which the nominating petitions are filed. [10 ILCS 5/7-13, 10-8]
- PROCESSING OBJECTIONS:** Not later than 12:00 noon on the second business day after receipt of the objector's petition, the election authority or local election official, shall transmit by registered mail or receipted personal delivery the Certificate of Nomination or nomination papers and original objector's petition to the chairman of the proper electoral board designated in Section 10-9, or his authorized agent, and shall transmit a copy by registered mail or receipted personal delivery of the objector's petitions, to the candidate whose Certificate of Nomination or nomination papers are objected to, addressed to the place of residence designated in said Certificate of Nomination or nomination papers.
- RESPONSIBILITY OF CHAIRMAN OF ELECTORAL BOARD:** Within 24 hours after receipt of the objector's petition, the chairman of the electoral board shall send a call by registered or certified mail to each of the members of the electoral board, the objector, and the candidate, and shall also cause the Sheriff of the county or counties in which such officers and persons reside to serve a copy of such call upon each of the officers and persons.
- ELECTORAL BOARD MEETING:** The meeting of the electoral board shall not be less than three nor more than five days after receipt of the objector's petition by the chairman of the electoral board. The Municipal Officers Electoral Board, the Township Officers Electoral Board, and the Education Officers Electoral Board may meet at the location (other than their county courthouse) where the governing body of the municipality, township, or school or community college district, respectively, holds its regularly scheduled meetings, if that location is available; provided that voter records may be removed from the offices of an election authority only at the discretion and under the supervision of the election authority. **P.A. 98-115 effective July 29, 2013 allows the county officers electoral board to hear and pass upon objections to the nominations of candidates for any school district offices.**
[10 ILCS 5/10-10]
- JUDICIAL REVIEW FILED:** Within 5 days after the decision of the Electoral Board, the candidate or objector aggrieved by the decision may file a petition for Judicial Review with the Clerk of the Circuit Court. Court hearings are to be held within 30 days after the filing of the petition and a decision delivered promptly thereafter.
- NO JUDICIAL REVIEW:** If no petition for Judicial Review has been filed within 5 days after the decision of the Electoral Board, the Electoral Board shall transmit a copy of its ruling together with the original Certificate of Nomination or nomination papers or petitions and the original objector's petitions to the officers or board with whom they were on file and such officer or board shall abide by and comply with the ruling so made to all intents and purposes. [10 ILCS 5/10-8, 10-9, 10-10, 10-10.1]

FREQUENTLY ASKED QUESTIONS

PETITION PAGES

- 1. Are abbreviations allowed on petitions?**
Standard abbreviations may be used in writing the resident's address, including the street number.
- 2. What name should the voter use when signing a petition?**
The voter should sign the petition as he is registered to vote. Example - The signature for James Smith should not appear on the petition as Jim Smith, however, signing with a nickname will not invalidate the signature, provided the voter can be identified.
- 3. May a petition once filed be changed?**
No. A petition once filed may not be added to or altered. However, the receipt for filing the Statement of Economic Interests may be filed at any time during the filing period. [10 ILCS 5/7-10, 7-12, 10-4, 10-5]
- 4. Are pencil signatures allowed?**
Yes. However, dark ink is preferable.
- 5. Who can remove a name from a nomination petition?**
Only the circulator or the candidate on whose behalf the petition was circulated may strike the signature. [10 ILCS 5/7-10 and 10-3] However, an individual can submit a written request with the election authority or the local election official to have his/her name removed before the petition is filed.
- 6. May a voter sign a petition for someone else?**
No. A registered voter must sign the petition in his own person. He may not sign for someone else, such as another member of his or her own family. [10 ILCS 5/7-10, 10-4]

CIRCULATOR

- 1. May a candidate circulate his own petitions?**
Yes.
- 2. May a circulator circulate petitions for an independent candidate and a partisan candidate, or for more than one political party?**
No person shall circulate or certify petitions for candidates of more than one political party, or for an independent candidate or candidates in addition to one political party, to be voted upon at the next primary or general election, or for such candidates and parties with respect to the same political subdivision at the next consolidated election. [10 ILCS 5/10-4]
- 3. Does the circulator have to be a registered voter?**
A petition circulator must be a U.S. citizen and at least 18 years of age or 17 years of age on the date of the immediately following general or consolidated election, and otherwise qualified to vote. (See page 14, item 2a.) [10 ILCS 5/7-10]
- 4. May a circulator sign as a voter on the petition he is circulating?**
Yes, if he/she is a registered voter of the political subdivision in which the candidate is seeking office.

- 5. When can the circulator start collecting signatures?**
No more than 90 days prior to the last day for filing petitions (see page iv)
[10 ILCS 5/7-10, 8-8, 10-4]

NOTARIZATION

- 1. Is it proper for the notary of the petition to have signed the same petition as a voter?**
It has not been definitely determined whether a notary may also be a signatory to a petition. Some electoral boards and Circuit Courts have upheld petitions where the notary was also a signer of the petition, but the issue has not yet been decided by the Supreme Court or any Appellate Court in Illinois. A cautious candidate would avoid using a petition signer as the notary for that petition so as to avoid the risk of having to defend against an objection on this issue.
- 2. Must the notary put the date of his commission expiration on the document?**
Yes, the notary stamp indicates the date the commission expires.
- 3. Must the notary public live in the same county as the candidate?**
No, but the notary must be authorized to administer oaths in the place where the notary act is performed.

FILING PETITIONS

- 1. May a candidate file more than one set of petitions for the same office?**
Yes. However, upon notice from the filing office the candidate must make a selection in writing to the filing office; otherwise, the set of petitions filed first will be considered the official filing.
- 2. When are petitions open to the public?**
Upon their filing with the proper office and at the earliest convenience of that office. Once filed, a petition is available for public inspection.
- 3. Does a candidate have to file his or her own petition?**
No. A candidate may choose someone to file the petition on their behalf.
- 4. May a candidate file his own petition and petitions for other candidates at the same time?**
Yes.
- 5. When may petitions be mailed?**
There are no statutory requirements regarding a time element for mailing petitions; however, all petitions that are received by the office prior to the first day of the filing period will be returned to the sender. Petitions received after the end of the filing period, regardless of postmark, will not be accepted.
- 6. May a candidate file for more than one office?**
Yes, however, he must withdraw from all but one office within five business days following the last day of petition filing, if the offices are incompatible. If he does not withdraw from all but one incompatible office, his name will not be certified for any office.[10 ILCS 5/7-12(9)]

- 7. Who has to file a complete slate of candidates?**
Persons wishing to form a New Political Party in a given jurisdiction must file a petition containing the names of candidates for EACH office to be filled for that jurisdiction.
[10 ILCS 5/10-2]
- 8. May a petition contain the names of two or more candidates of the same established party?**
Yes. An established political party petition may contain the names of candidates for several offices to be filled at the upcoming election. The nominating papers must contain a separate statement of candidacy signed by each candidate and a receipt for the filing of a statement of economic interests by each candidate. The Loyalty Oath is optional.
- 9. If you are first in line or your petition is in the first mail pickup or delivery on the first day of filing, will you be first on the ballot?**
Not necessarily. If there are two or more candidates in line prior to the opening of the office filing for the same party and the same office, they will be considered as filing simultaneously along with any petition in the first mail pickup or delivery and will be involved in a lottery for ballot position.
[10 ILCS 5/7-12(6), 10-6.2]
- NOTE:** Candidates who file petitions during the last hour of filing (between 4PM and 5PM) on the last day to file petitions are also eligible for a lottery to determine the final ballot position.
- 10. May a candidate file as an Independent for a school office?**
No. "Independents" run in partisan elections but choose not to associate with a political party, so the word "independent" identifies them on the ballot label. All candidates for school offices run on a "nonpartisan" basis.

FORMS

H-1	Affidavit of Voter Attending Township Caucus
H-1A	Affidavit of Voter Attending Municipal Caucus
H-2	Certificate of Nomination by Caucus
P-1	Statement of Candidacy
P-1A	Statement of Candidacy (Nonpartisan)
P-1B	Statement of Candidacy (Independent)
P-1C	Loyalty Oath (optional form)
P-1D	Statement of Candidacy (New Political Party)
P-1F	Declaration of Intent to be a Write-in Candidate
P-1K	Statement of Candidacy (Nomination by Caucus)
P-2A	Certificate of Deletions
P-2B	Certificate of Attached List of Deletions (Only for Independent Candidates)
P-3	Independent Candidate Petition
P-4	Petition for Nomination (non-municipal and commission form of municipality)
P-4-1	Petition for Nomination (Fox Waterway Agency)
P-4-2	Petition for Nomination (Fire Protection Districts)
P-5	Primary Petition (nonpartisan – municipality other than commission form)
P-6	Petition (to Secretary of Board of Trustees of Community College District)
P-6A	Petition (to Secretary of Board of Trustees of Community College District for Community Colleges which elect from districts rather than at-large)
P-7	Petition (to Secretary of Board of Education or Board of Directors)
P-7A	Petition (for School Boards which elect from districts rather than at-large or by township....)
P-8	Petition for Nomination (to form New Political Party)
P-8A	Petition for Nomination and formation of a New Political Party (in city, town or village in which officers are to be elected from districts or wards and at-large)
P-8B	Petition for Nomination and formation of a New Political Party (in counties in which officers are to be elected from districts and at-large)
P-8C	Certificate of Officers Authorized to Fill Vacancies in Nomination for a New Political Party
P-10	General Primary Petition (Recommended for both General and Consolidated Primary Elections)
P-21	Petition (for Multi-County Regional School Trustees to be filed with the SBE)
P-21A	Petition (for Single-County Regional School Trustees to be filed with County Clerk)
P-22	Petition (for Nomination for Trustee of Schools-Cook County)
P-25	Withdrawal of Candidacy

AFFIDAVIT OF VOTERS ATTENDING TOWNSHIP CAUCUS

At a caucus of the _____ Party in and for the Township of _____
 in _____ County of Illinois, held at _____, Illinois,
 on _____.
 (insert month, day, year)

STATE OF ILLINOIS)
) SS.
 County of _____)

 (Township)

I hereby certify that I am a registered voter in the Township aforesaid and that I am affiliated with the political party, aforesaid, and I am not prohibited from signing this affidavit by any of the reasons listed below; nor will I become an independent candidate or a new political party candidate at the upcoming election.

No participant shall be able to participate or to vote at any township or multi-township caucus if such person is or was at any time during the twelve months prior to the caucus:

1. an elected or appointed public official of another established political party;
2. an elected or appointed officer, director, precinct committeeman or representative of the township committeeman of another established political party;
3. a judge of election pursuant to Article 13 or 14 of The Election Code for another established political party;
4. a voter who voted in the primary election of another statewide established political party.

SIGNATURE OF VOTER	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

This Affidavit was signed and sworn to before me by each of the persons whose signature appears thereon

 (insert month, day, year)

 (Caucus Judge)

AFFIDAVIT OF VOTERS ATTENDING MUNICIPAL CAUCUS

At a caucus of the _____ Party in and for the City/Village of _____
 in _____ County of Illinois, held at _____, Illinois,
 on _____.
 (insert month, day, year)

STATE OF ILLINOIS)
) SS.
 County of _____)

 (City or Village)

I hereby certify that I am a registered voter in the City or Village aforesaid and that I am affiliated with the political party, aforesaid, and I will not participate in the caucus of another political party.

SIGNATURE OF VOTER	ADDRESS
1.	
2.	
3.	
4.	
5.	
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9.	
10.	
11.	
12.	
13.	
14.	
15.	

This Affidavit was signed and sworn to before me by each of the persons whose signature appears thereon

 (insert month, day, year)

 (Caucus Judge)

STATEMENT OF CANDIDACY

Table with 5 columns: NAME, ADDRESS-ZIP CODE, OFFICE, DISTRICT, PARTY

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS (List all names during last 3 years) UNTIL NAME CHANGED ON (List date of each name change)

STATE OF ILLINOIS)
County of _____) SS.

I, _____ (Name of Candidate) being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the _____ Party; that I am a candidate for Nomination/Election to the office of _____ in the _____ District, to be voted upon at the primary election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official _____ (Name of Party) Primary ballot for Nomination/Election for such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____ (Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

STATEMENT OF CANDIDACY

NONPARTISAN

Table with 4 columns: NAME, ADDRESS-ZIP CODE, OFFICE, CITY, VILLAGE OR SPECIAL DISTRICT

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS (List all names during last 3 years) UNTIL NAME CHANGED ON (List date of each name change)

STATE OF ILLINOIS)
County of _____) SS.

I, _____ being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein, that I am a candidate for Nomination/Election to the office of _____ in the _____ Name of City, Village or Special District to be voted upon at the election to be held on _____ (date of election) and that I am legally qualified to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for Nomination/Election to such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____ (Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested
Revised July, 2004
SBE No. P-1C

L O Y A L T Y O A T H
(OPTIONAL)

United States of America)
) SS.
State of Illinois)

I, _____, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me,
(Name of Candidate)

on _____.
(insert month, day, year)

(Notary Public's Signature)

(SEAL)

STATEMENT OF CANDIDACY

NEW POLITICAL PARTY

Table with 5 columns: NAME, ADDRESS-ZIP CODE, OFFICE, CITY, VILLAGE, TOWNSHIP, COUNTY, DISTRICT OR STATE, PARTY

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS (List all names during last 3 years) UNTIL NAME CHANGED ON (List date of each name change)

STATE OF ILLINOIS)
County of _____) SS.

I, _____ being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein, that I am a candidate for election to the office of _____ in the _____ Name of City, Village, Township, County, District or State

to be voted upon at the election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek election) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____ (Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

**DECLARATION
OF
INTENT TO BE A WRITE-IN CANDIDATE**

To: _____ in the County of _____ and State of Illinois.
(Election Authority)

I, _____, state that I am a qualified primary elector of the _____
Party (for use in primary only) and a resident of the _____ precinct of the (1)* township of _____
(2)* City/Village of _____ or (3)* _____ ward in the City of _____
residing at _____ in such City, Village or Town, and State of Illinois, that It's my
intention to be a _____ Party (for use in primary only) write-in candidate for the office of
_____, full term or vacancy (circle one) at the _____
election to be held on _____ (date of election).

Under penalties as provided by law pursuant to 10 ILCS 5/29-10 the undersigned certifies
that the statements set forth in this request are true and correct.

*Fill in either (1), (2) or (3)

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on
(Name of Candidate)

(insert month, day, year)

(SEAL)

(Notary Public's Signature)

An original Declaration of Intent must be filed with *each* election authority [county clerk(s) or board(s) of election commissioners in the territory] not later than 61 days before the election.

STATEMENT OF CANDIDACY
(NOMINATION BY CAUCUS)

NAME	ADDRESS-ZIP CODE	OFFICE	CITY, VILLAGE OR TOWNSHIP	PARTY

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS)
) SS.
County of _____)

I, _____ (Name of Candidate) being first duly sworn (or affirmed), say that I reside at _____, in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of _____, State of Illinois; that I am a qualified voter therein and am a qualified Primary voter of the _____ Party; that I am a candidate for election to the office of _____ in the _____ (city, village or township), as duly nominated at said party's caucus, to be voted upon at the election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such office.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Candidate) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

CERTIFICATE OF ATTACHED LIST OF DELETIONS

We, the undersigned persons who have stricken signatures from the attached hereby certify that there is/are _____ page(s) of **CERTIFICATION OF DELETIONS** listing signatures which have been stricken, and are attached hereafter to the petitions of _____ (Name of Candidate) who is a candidate for election to the office of _____ at the _____ Election to be held on _____ (date of election).

The following are the page numbers indicated on the attached **CERTIFICATION OF DELETIONS**:

(CANDIDATE)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

(Circulator)

Every person striking signatures from the petition shall each sign this certificate. This certificate shall be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and preceding any **CERTIFICATE OF DELETION** sheet.

SHEET NO. _____

INDEPENDENT CANDIDATE PETITION

We, the undersigned, qualified voters in the _____ of _____ in the County of _____ and State of Illinois, do hereby petition that the following named person shall be an Independent Candidate for election to the office hereinafter specified to be voted for at the _____ Election to be held on _____ (date of election).

NAME	OFFICE	ADDRESS--ZIP CODE

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	
13		IL	
14		IL	
15		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

**NONPARTISAN PETITION
(NON-MUNICIPAL AND COMMISSION FORM OF MUNICIPALITY)**

We, the undersigned, qualified voters in the _____ in the County of _____ (unit of government) _____ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan Candidate for election to the office hereinafter specified, in the aforesaid unit of government, to be voted for at the election to be held on _____ (date of election).

NAME	OFFICE	ADDRESS--ZIP CODE
	office title: full term or ____ year vacancy (circle one)	

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
 (List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	

State of _____)
 County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

 (Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
 (Name of Circulator) (insert month, day, year)

(SEAL)

 (Notary Public's Signature)

SHEET NO. _____

**PETITION FOR NOMINATION
(FOX WATERWAY MANAGEMENT AGENCY)**

We, the undersigned, qualified voters in the Fox Waterway Management Agency, in the County of _____ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan Candidate for election to the office hereinafter specified, in the political division aforesaid, to be voted for at the _____ Election to be held on _____ (date of election).

NAME	OFFICE	ADDRESS--ZIP CODE

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	
13		IL	
14		IL	
15		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____,

in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides

postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

**PETITION FOR NOMINATION
Fire Protection Districts**

To the Secretary of the Board of Trustees of _____ (name of fire district)

We, the undersigned being _____ (number of signatories or 5% or more) of the voters residing within the district, hereby petition that _____ (name of candidate) who resides at _____ in the City, Village, Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____ County of _____, State of Illinois, in this district shall be a candidate for the office of _____ of the Board of Trustees, full-term or _____ year vacancy (circle one) to be voted for at the election to be held _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO. _____

CONSOLIDATED PRIMARY PETITION (NONPARTISAN – MUNICIPALITY OTHER THAN COMMISSION FORM)

We, the undersigned, qualified voters in the _____ of _____ in the County of _____ and State of Illinois, and residing at the places set opposite our respective names, do hereby petition that the name of _____, who resides at _____ in the City, Town or Village of _____ Zip Code _____ County of _____ State of Illinois, be placed upon the ballot as a candidate for nomination for the office of _____ full term or vacancy (circle one) at the Consolidated Primary election to be held on _____ (date of primary election); provided that if no primary election is required, the candidate's name will appear on the ballot at the Consolidated Election for election to said office and term.

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	
13		IL	
14		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides

postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO. _____

**PETITION FOR NOMINATION
TO THE SECRETARY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. _____**

We, the undersigned, being (_____ or more) (or 10% or more) of the voters residing within said district, hereby petition that _____ who resides at _____ in the City, Village, Unincorporated Area (circle one) of _____ (If unincorporated, list municipality that provides postal service) in _____ Township in said district shall be a candidate for the office of member of the Board of Trustees, full term or ____ year vacancy (circle one) to be voted for at the Consolidated Election to be held on _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of _____)
) SS.
County of _____)

I, _____ (Circulator's Name) do hereby certify that I reside at _____,

in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

**PETITION FOR NOMINATION
TO THE SECRETARY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. _____
FOR COMMUNITY COLLEGES WHICH ELECT FROM DISTRICTS RATHER THAN AT-LARGE**

We, the undersigned, being (_____ or more) (or 10% or more) of the voters residing within said district, hereby petition that _____ who resides at _____ in the City, Village, Unincorporated Area (circle one) of _____ (If unincorporated, list municipality that provides postal service) in _____ Township in said district shall be a candidate for the office of member of the Board of Trustees _____ District, full term or ___ year vacancy (circle one) to be voted for at the Consolidated Election to be held on _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO. _____

PETITION FOR NOMINATION

TO THE COUNTY CLERK OR COUNTY BOARD OF ELECTION COMMISSIONERS HAVING JURISDICTION OVER
SCHOOL DISTRICT NUMBER _____ IN _____ COUNTY, ILLINOIS

We, the undersigned, being (_____ or more) (or 10% or more) (or 5% or more) of the voters residing within said district, hereby petition that _____ who resides at _____ in the City, Village, Unincorporated Area (circle one) of _____ (If unincorporated, list municipality that provides postal service) in Township _____ in said district shall be a candidate for the office of _____ full term or _____ year vacancy (circle one) of the Board of Education (or Board of Directors) to be voted for at the Consolidated Election to be held on _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO. _____

PETITION FOR NOMINATION AND FORMATION OF A NEW POLITICAL PARTY (IN CITY, TOWN OR VILLAGE IN WHICH OFFICERS ARE TO BE ELECTED FROM DISTRICTS OR WARDS AND AT-LARGE)

We, the undersigned, qualified voters of District/Ward Number _____ in the City, Town or Village of _____, in the County of _____ and State of Illinois, do hereby declare that it is our intention to form a new political party in such city, town or village to be known as the _____ Party and the following named persons shall be candidates of such party for the offices hereinafter specified to be voted at the election to be held on _____ (date of election).

NAMES OF CANDIDATES FOR ALL OFFICES TO BE ELECTED AT-LARGE

NAME OF CANDIDATE	OFFICE	ADDRESS - ZIP CODE

NAMES OF CANDIDATES FOR ALL OFFICES TO BE ELECTED BY DISTRICT OR WARD

NAME OF CANDIDATE	OFFICE	DISTRICT OR WARD NO.	ADDRESS - ZIP CODE

For any candidate subject to the requirements of 10 ILCS 5/10-5.1, mark his/her name with an asterisk (*) and complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1			IL
2			IL
3			IL
4			IL
5			IL

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) Zip Code _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (Circulator's Signature) (insert month, day, year)

(SEAL)

SHEET NO. _____

(Notary Public's Signature)

**CERTIFICATE OF OFFICERS
AUTHORIZED TO FILL VACANCIES IN NOMINATION
FOR A NEW POLITICAL PARTY**

We, the undersigned, duly certify that the persons whose names and addresses are listed below are the designated officers of the _____ who are authorized to fill vacancies in nomination
(Name of New Political Party)
pursuant to 10 ILCS 5/10-11.

(Name and Title)

(Address)

(City) (Zip Code)

(Name and Title)

(Address)

(City) (Zip Code)

(Name and Title)

(Address)

(City) (Zip Code)

(Name and Title)

(Address)

(City) (Zip Code)

Signed: _____
(CHAIRMAN)

Attest: _____
(SECRETARY)

(Use additional sheets if necessary)

A new political party petition shall have attached thereto a certificate stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file this form results in the party forfeiting the right to fill vacancies. It does not alone invalidate the petition.

**PETITION FOR NOMINATION FOR
MULTI-COUNTY REGIONAL SCHOOL TRUSTEES
TO BE FILED WITH THE STATE BOARD OF ELECTIONS**

We, the undersigned, being 50 or more of the voters qualified to vote, hereby petition that _____ who resides at _____ in Township (or Road District) _____, in _____ County, shall be a candidate for the office of **MEMBER OF THE REGIONAL BOARD OF SCHOOL TRUSTEES** of _____ Region (Counties within region) full term or vacancy (circle one) to be voted for at the Consolidated Election to be held _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of _____)
) SS.
County of _____)

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) (Zip Code) _____ County of _____ State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO. _____

**PETITION FOR NOMINATION FOR
SINGLE-COUNTY REGIONAL SCHOOL TRUSTEES
TO BE FILED WITH THE COUNTY CLERK**

We, the undersigned, being 50 or more of the voters qualified to vote, hereby petition that _____ who resides at _____ in Township (or Road District) _____, in _____ County, shall be a candidate for the office of **MEMBER OF THE REGIONAL BOARD OF SCHOOL TRUSTEES** of _____ County full term or vacancy (circle one) to be voted for at the Consolidated Election to be held on _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1			IL
2			IL
3			IL
4			IL
5			IL
6			IL
7			IL
8			IL
9			IL
10			IL
11			IL
12			IL

State of _____)
County of _____) SS.

I, _____ do hereby certify that I reside at _____,
(Circulator's Name) (Street Address)
in the _____ of _____,
(City/Village/Unincorporated Area) (if unincorporated, list municipality that provides postal service) (Zip Code)

County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____.
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

**PETITION FOR NOMINATION
FOR TRUSTEE OF SCHOOLS**

TO THE TOWNSHIP SCHOOL TREASURER OF TOWNSHIP NO. _____, RANGE NO. _____
IN THE COUNTY OF COOK, STATE OF ILLINOIS

We, the undersigned, being at least 25 voters residing within said Township hereby petition that _____ who resides at _____ in Township No. _____, Range No. _____, shall be a candidate for the office of **TRUSTEE OF SCHOOLS** in Township No. _____, Range No. _____, for a full term or vacancy (circle one) to be voted for at the Consolidated Election to be held on _____ (date of election).

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1		IL	
2		IL	
3		IL	
4		IL	
5		IL	
6		IL	
7		IL	
8		IL	
9		IL	
10		IL	
11		IL	
12		IL	

State of _____)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the City/Village/Unincorporated Area (circle one) of _____ (if unincorporated, list municipality that provides postal service) (Zip Code) _____ County of _____ State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day for filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and that their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO. _____

STATE BOARD OF ELECTIONS

State of Illinois

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Ernest L. Gowen, Vice Chairman
William J. Cadigan
Andrew K. Carruthers
Betty J. Coffrin
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Chicago, Illinois 60601
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www.elections.il.gov

Getting on, and staying on, the ballot

By Scott F. Uhler and Gregory T. Smith

Local election season will arrive shortly, opening with school board candidates circulating and filing nomination petitions for elected office. Each election season we see objections to new and incumbent candidates' petitions and these candidates' names being stricken from ballots because of failures to follow the requirements of the Illinois Election Code.

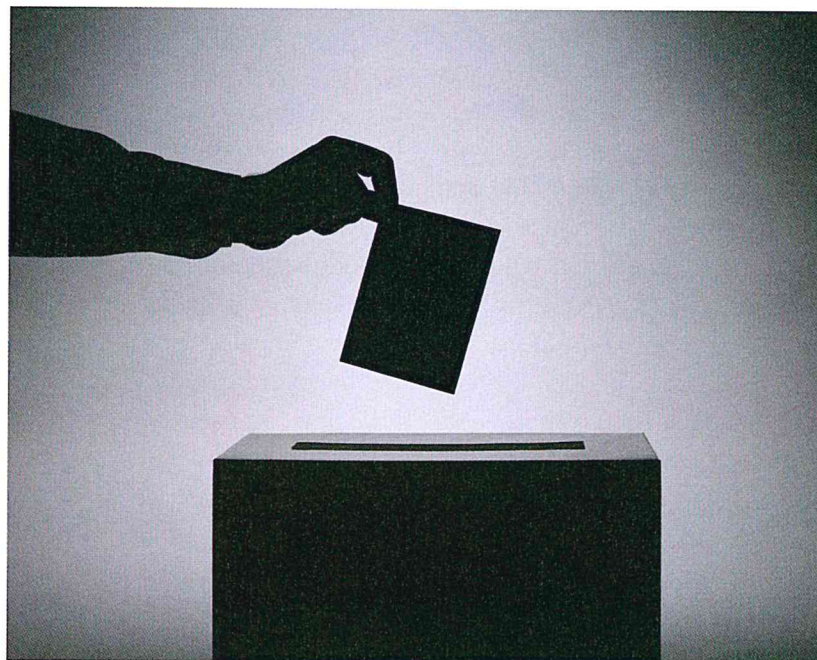
Section 10 of the Election Code sets forth the fundamental requirements regarding the collection of signatures and preparation of a candidate's nominating petitions for independent, nonpartisan, and new party candidates for office. Section 10-4 of the Election Code and Section 9-10 of the Illinois School Code set forth basic requirements regarding the form and contents of nominating petitions for nonpartisan school board candidates. Importantly, Section 10-4 of the Election Code specifically provides, "No signature shall be valid or be counted in considering the validity

or sufficiency of such petition unless the requirements of this Section are complied with."

While a number of courts have held that a candidate need not strictly comply with each requirement regarding voter signatures and candidate nominating petitions, successful compliance, and withstanding a challenge, depend on the specific facts of each case.

A failure to strictly follow the requirements of the Election Code is more likely to result in objections to nomination petitions, costs to both the candidate and the municipality with respect to the electoral board hearing process and, where a candidate has not "substantially" complied with certain requirements, the invalidation of a candidate's nominating

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petitions. Candidates are advised to become familiar with these requirements for the proper circulation and preparation of their nominating petitions. Avoiding mistakes in the following areas reduces the possibility of successful objections to a candidate's nomination papers.

1. Properly collect qualifying signatures

The Election Code requires that a candidate collect a minimum number of signatures on petition sheets, to substantiate a basic showing of support from the registered voters of the school district to which the candidate seeks election. Under the Illinois Election Code, those petition sheets must be "signed" by "qualified voters."

There are a number of challenges that can be raised to the signatures of voters which are collected by a candidate on his or her nominating petitions:

A) "Printing" name on candidate's petition sheet — While there is no legal prohibition on a voter printing their name and not "signing" it in cursive, challenges are frequently made contending that "printing" a name is not "signing" it. Further, if a voter signed the voter registration card in cursive, and then printed the name on a candidate's nominating petition sheets, a legal challenge to that name could be made by an objector contending the "printed" signature of the voter does not match the "cursive" signature (or vice versa) on their voter registration card. Although not required, one way to minimize

this problem is to include a space on the nominating petition sheet for both the cursive signature and the printed name of any voter signing the sheet. The most commonly used petition forms can be found in the Illinois State Board of Elections' "Candidates Guide," available at its website (see resource list, page 23). The forms are samples and can be revised (with care).

B) Voter signatures that are illegible — Having voters sign in cursive, print the name on a nominating petition sheet, and set forth the street address, all in a legible fashion, all reduces the possibility that the voter cannot be confirmed as a "qualified voter" because their writing on the petition sheet is illegible. At any rate, the person collecting signatures (the circulator) should be able to read the name of the voter signing and/or printing. If a name cannot be read by the person circulating the petition sheet, an objector could challenge the signature as invalid because it is not possible to confirm that it matches any particular voter's signature on the voter registration card.

C) Signing nominating petition sheet for another voter — It may seem like common sense, but the Election Code requires that any voter signature on a candidate's nominating petition sheet must be placed there personally by the voter. It is not uncommon for a person to sign a nominating petition sheet for him or herself, and for a spouse or other family member. Some people assume such an action is reasonable and authorized. It may be proper under other circumstances. However,

if objected to, such a practice is unlawful. Anyone signing both their own name and the name of another could result in one or both of the signatures being stricken as invalid. The person collecting the signatures on a nominating petition sheet should therefore ensure that any voter signing the sheet signs only for him or herself.

D) Not enough valid signatures — Each school district has a specific minimum number of voter signatures which must be collected in order for a candidate to properly file nominating petition sheets. For boards of education, that number is 50 qualified voters, or 10 percent of voters, residing within the school district. For school "directors" that number is 25 or 5 percent. Those thresholds can be found in the Illinois School Code at Section 9-10 and the "Candidates Guide."

If the minimum number of signatures is not collected on a candidate's nominating petition sheets, they can be rejected by the election official with whom they are to be filed, or they can be challenged by an objector. If a challenge is brought to certain of the signatures on a nominating petition sheet and those signatures are invalidated, the number of remaining signatures becomes important. We therefore recommend collecting a reasonable "cushion" of extra signatures, over and above the minimum, to reasonably ensure enough valid signatures remain in the event of a challenge.

E) Unqualified voters signing petition sheets — A "qualified voter" who is eligible to sign a candidate's nominating petition

is defined in the Election Code (10 ILCS 5/3-1.2) as:

“For the purpose of determining eligibility to sign a nominating petition or a petition proposing a public question the term ... “qualified voter” ... shall mean a person who is registered to vote at the address shown opposite his signature on the petition or was registered to vote at such address when he signed the petition...”

In addition to this basic requirement, a voter signing a candidate’s nominating petition sheets must be registered to vote at an address within the boundaries of the governmental body for which the candidate is seeking election, e.g. the school district.

2. File a proper Statement of Candidacy

There are three basic forms which comprise a proper filing of nominating petitions by a candidate: (1) the nominating petition sheets, upon which the voter signatures are collected; (2) a statement of candidacy; and (3) a receipt for the filing of the candidate’s statement of economic interests. All three of these documents must be filed in order to constitute a lawful, proper filing. The requirements and a sample form for the completion of the Statement of Candidacy for each particular local government office (including school board) in Illinois are provided in the “Candidates Guide” and the “State of Illinois Local Election Official’s Handbook for the 2017 Consolidated Elections.” Both are available at the Illinois State Board of Election website (see resource list, page 23).

The name of the office being sought, the candidate’s name and the candidate’s address should be the same in the heading of this form, and in the body of this form, as is set forth in the heading of each of the nominating petition sheets upon which signatures are collected. After being completed, this Statement of Candidacy must also be signed by the candidate in front of a notary public.

3. State the office correctly on all petition sheets

The office being sought by the candidate should be set forth with specificity by the candidate, both

Statement of Candidacy. School districts all have specific names and numbers, and the district name should be the complete, legal name of the school district. Referring to a school district simply by the city or village it is in could cause confusion about whether it the high school district or the elementary, or if a particular city or village is located in more than one school district. Further, there are other local government offices, such as park district commissioner, library trustee, or alderman on a city council. If there can be any uncertainty in the minds of voters about what governmental entity you are seeking election to,

There are three basic forms which comprise a proper filing of nominating petitions by a candidate: (1) the nominating petition sheets, upon which the voter signatures are collected; (2) a statement of candidacy; and (3) a receipt for the filing of the candidate’s statement of economic interests.

as to the length of the term and the office itself. The governing entity and the local government itself should be stated specifically, for example, “for election as member of the Board of Education of [Anytown School District 101]” The specific office, the governing body, and the governmental unit should all be specifically stated in the heading of the nominating petition signature sheets and in the candidate’s

or the nature of the seat, a potential objection can be made to lack of specificity and potential confusion raised in the minds of voters as to the office being sought.

4. State the term of office correctly, too

In addition to naming the specific office and the specific governing entity or board of the specific governmental unit, there can be

different “seats” on a particular governing entity or board that are up for election. A candidate should indicate whether he or she is running for a full term (and specify the years, such as two-, four-, or six-year term, as applicable) for a seat on a governing board. If he or she is running to fill the unexpired term of a vacant seat on the board, this must be specifically stated on the signature petition sheet and Statement of Candidacy. If there are seats up for election that are of differing terms (such as a vacancy on the board with an unexpired term to be completed), and if the candidate does not specify seeking a full term

or to fill a vacant seat on a board with an unexpired term, there could be confusion in the minds of voters. Confusion can result in a successful objection to the candidate’s nominating petitions.

5. Each person signing a petition for nomination must sign in the presence of the circulator

The Election Code requires that each circulator of a candidate’s signature sheets must certify that each signature on the sheet of the petition was signed in his or her presence. The person who signs the circulator’s affidavit need not be the person who physically presents

the sheet to each voter signing the sheet, however the circulator must actually be present and see each of the signatories sign the petition. Circulators should therefore be aware that they cannot allow the petition to be removed from their presence in order to receive a signature from someone who they cannot physically observe sign the petition.

6. File securely bound nomination petitions

The Election Code requires that the sheets constituting the petition for nomination “shall be neatly fastened together in book form, by placing the sheets in a pile and



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OF SCHOOL BOARDS

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fastening them together at one edge in a secure and suitable manner.” The purpose of this requirement is to prevent tampering and preserve the integrity of the petitions. Courts have found that the key requirement is that the nominating petitions be fastened in a secure and suitable manner. It is recommended that all sheets be stapled or bound by two- or three-hole punch clips, also known as a universal metal binder. It is also recommended that paper clips and binding clips be avoided, as those manners of fastening, if not secure, could be determined to not provide a secure fastening and invalidate a petition filing.

7. Consecutively number each page of the petition for nomination

A candidate must also number each signature sheet constituting the petition for nomination consecutively. This requirement has been found to help in the identification and description of each petition and again, guard against tampering with the petitions. Failure to number or numbering of petition sheets for each circulator (if multiple circulators are used), rather than numbering all the sheets in one, consecutive order, has been found to be a fatal flaw which can result in a disqualification of the candidate’s petitions.

8. Each circulator must sign each nomination petition sheet before a notary public

Any circulator of a petition for nomination must be at least 18 years of age and a citizen of the United States. They are not

required to be residents or voters in the school district. Each sheet of a nomination petition must contain a circulator’s statement/ affidavit at the bottom, signed by the circulator of the petition and providing the circulator’s street address or rural route number, as the case may be, as well as the county, city, village or town, and state. The circulator’s statement should certify that:

- The signatures on that sheet of the petition were signed in his or her presence;
- The signatures are genuine; and either
 - Indicate the dates on which that sheet was circulated; or
 - Indicate the first and last dates on which the sheet was circulated; or
 - Indicate that none of the signatures on the sheet was signed more than 90 days preceding the last day for the filing of the petition.

To the best of his or her knowledge and belief, the persons so signing were at the time of signing the petition duly registered voters of the school district for which the candidate or candidates are to be nominated and certify that their respective residences are correctly stated.

The circulator’s statement on each nominating petition sheet must be signed and sworn to personally before a notary public. A failure of the person who circulated the petitions to personally appear before a notary public who acknowledged his or her signature can invalidate those petition sheets.

Resources:

A shortcut to the links below is available at blog.iasb.com/2016/08/journal-resources-nominating-petition.html

Illinois Elections Code: www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=170

Illinois School Code: www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1005

Illinois State Board of Elections Candidates Guide (2017): www.elections.illinois.gov/Downloads/ElectionInformation/PDF/2017Can-Guide.pdf

Illinois State Board of Elections Local Election Official’s Handbook for the 2017 Consolidated Elections: www.elections.illinois.gov/Downloads/ElectionInformation/PDF/2017LEOBook.pdf

9. File Statement of Economic Interests properly and in the correct office

One of the three required documents that must be filed to be a proper, lawful filing by a candidate of their nominating petitions is a Statement of Economic Interests. The Statement itself is not filed with the candidate’s nominating petition sheets and the Statement of Candidacy; only the receipt for the filing is to be included. The Statement of Economic Interests form is available from the county clerk where the main office of the school district to which the candidate seeks election is located (usually available online, and can be printed). The form must be completed (the instructions are on the form itself) and filed by all candidates, even if the candidate

is currently an elected official and has already filed a Statement of Economic Interests in relation to the office to which they seek election. The requirements related to the completion and filing of the Statement of Economic Interests form in Illinois are included in the "Candidates Guide" (see resource list, page 23).

All candidates for local elective office are required to file their Statement of Economic Interests in the office of their applicable county clerk. The filing must be made in a written or printed form (cannot be filed electronically). Statements of

Economic Interests should not be filed with the Illinois State Board of Elections. For some offices (generally state officials and judges), candidates are required to file their Statement of Economic Interests with the office of the Illinois Secretary of State, but this is not true for school board candidates.

10. File the receipt evidencing the filing of the Statement of Economic Interests with nomination petitions

A candidate must be certain he or she receives a written or printed receipt indicating that

their Statement of Economic Interests was filed with the county and showing the date of filing. The receipt received from the applicable county clerk must then be filed along with the nominating petitions. Including this receipt for the filing of the Statement of Economic Interests, along with the filing of the nominating petition signature sheets and the Statement of Candidacy, is required in order for the filing to be considered lawful and complete.

11. Make the filing in the correct office

A candidate for a school board (or school director) is required to file the nominating petitions, Statement of Candidacy, and receipt for the filing of their Statement of Economic Interests with the applicable county election authority/clerk (or Board of Election Commissioners, if applicable), and not with the school board secretary or the administrative offices of the school district.

Conclusion

The discussion above is intended to highlight and clarify certain, common issues that tend to arise with the filing of nominating petitions by candidates for local elected office in Illinois, and to assist candidates in minimizing the possibility of any successful challenge to the preparation of nominating petition sheets, the collection of signatures on the sheets, or the filing of the sheets with the appropriate official. ✍

strategic planning
values and beliefs/ mission/vision/goals
clarifying the district's purpose

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